

Openings as of 7/23/2020**Chief Financial Officer****JobID: 567****Position Type:**

Special Postings

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7/22/2020

Location:

District Office

JOB PURPOSE

Under limited supervision, plans, organizes, controls and directs all programs and activities of the Finance Department, including budget development, procurement, accounting, fixed asset accounting, cash and investment management, and financial reporting; Supervises and evaluates the work of subordinate staff, and performs related professional and administrative work as required. Reports to the Superintendent.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, controls, and directs all programs and activities of the Finance Department, ensuring compliance with all applicable policies, procedures, laws and regulations.

Supervises the maintenance, control and analysis of District fiscal operations.

Supervises duties of assigned professional, supervisory and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; selecting new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending and approving employee discipline and recommending discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Provides for adequate staff training and development opportunities.

Participates in the development, implementation, and adherence to District adopted financial and administrative policies; initiates goals, policies, and procedures related to all financial matters.

Works with the management team and others in planning and implementing strategic plans for the future of the District.

Assists the Superintendent in interpreting the financial position of the District to the Board of Trustees, District staff and general public.

Forecasts revenues and expenditures for budget preparation and managerial decision-making purposes; monitors revenues and expenditures to ensure adherence to budget allocations.

Develops, monitors and controls the District's annual budget; serves as a budget control officer for the District.

Prepares and/or processes budget request proposals, financial analyses, other financial and administrative reports, policies and procedures, performance evaluations, memos, correspondence, etc.

Supervises the collection, safekeeping, investment and distribution of all funds.

Supervises payroll and purchasing functions.

Supervises the accounting for all state and federal grants to ensure optimum utilization of these funds.

Oversees the management of fixed assets, debt service and capital project accounting.

Plans, coordinates and directs the installation of automated accounting systems and procedures.

Researches, compiles and presents financial and statistical data related to the finances and operations of the District.

Supervises the preparation of all financial reports as required by state and federal agencies.

Supervises the development and monitoring of the District's internal control system.

Administers the District's property and casualty insurance programs.

Monitors cash flow projection and Tax Anticipation Note (TAN) application.

Manages debt issuance including General Obligation (GO) bonds.

Conducts annual year-end closing procedures to ensure timely rendering of audited financial statements to SC Department of Education.

Supervises and coordinates the annual financial audit with the external auditors.

Year-end Management Discussion and Analysis (MD&A), annual audit report submission and federal data collection form.

Communicates with and provides instruction to principals, bookkeepers, secretaries and other staff in fiscal management of their schools or departments.

Supervises the accounting for pupil activity funds.

Reviews and approves all journal entries and accounting transfers.
Reviews and approves the escheatment and reporting of unclaimed property to the state.
Receives and responds to inquiries, concerns and complaints regarding financial issues, policies and procedures and division services.
Interacts and communicates with various groups and individuals such as the Superintendent, subordinates, other District administrators and staff, school administrators and staff, Board members, State Department of Education personnel, elected officials, various councils and committees, financial institutions, insurance company representatives, and the general public.
Represents the District at various meetings as appropriate.
Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in public financial management.
Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.
Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.
Performs related duties as required.

QUALIFICATIONS

Requires a Master's degree in business administration, accounting, financial management or related field supplemented by three to five years of professional accounting / financial management experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. CPA license preferred.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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