

Lancaster County School District, South Carolina

Classification Description

Classification Title: Chief Financial Officer
Class Code: CFO

General Statement of Job

Under occasional supervision, supervises, plans and directs the financial activities of the District in order to ensure the proper administration of all financial and fiscal functions to include Accounts Receivables, Accounts Payable, Payroll, Budget and Procurement.

Specific Duties and Responsibilities

Essential Functions:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.

Prepares all budget schedules including salary schedules, staffing schedules, school funding allocation schedules, enrollment projection schedules, debt projection schedules, historical schedules, capital project/bond issue schedules, and all other budget related schedules as required.

Conducts meetings with the Board, the Public, and district administrators on the budget as required.

Reconciles and reviews monthly county tax collections with the county treasurer and record all collections.

Works with the Director of Procurement, the Superintendent and the Board of Trustee to develop and ensure compliance with the District's Procurement Code.

Works with the Director of Procurement to resolve any disputes or legal actions involving bids, awards, or other procurement related transactions.

Works with the Chief Operations Officer on staffing needs and levels across the district.

Maintains compliance with the ACA through reporting and monitoring payroll on a monthly and annual basis.

Works with Human Resources to prepare and distribute 1095C Forms to individuals and to e-file the annual report with the IRS.

Facilitates refinancing of bonds when in the best interest of the district as needed.

Prepares preliminary official statement and meet with bond rating agencies, Moody's and Standard & Poor's, when needed.

Ensure annual bond payments are met.

Works with outside arbitrage services to see that IRS requirements are met, and arbitrage

payments are made when necessary.

Files the annual bond disclosure report.

Closes out year for annual audit. Review and close all funds individually.

Maximizes special revenue funds and balance receivables, payables, carryover and advances. Assist with closing of GAP claims with the State, Direct Federal claims, and local claims. Book fringe benefits allocation to food service fund.

Calculates depreciation and balance fixed assets for the year. Review debt payments and book entries as needed for capital and debt service. Determine that state 85% funding requirement has been met. Prepare schedules as needed for the audit report including the Letter of Transmittal and Management's Discussion and Analysis.

Reviews and reconciles audit draft to district general ledger. Reviews audit with the School Board and the Superintendent.

Performs related duties as required.

Minimum Education and Training

Requires Bachelor's degree in accounting, finance, business administration or related field supplemented by six years of experience in accounting, fiscal management and administration, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Certified Public Accountant preferred.

Minimum Standards Required

Physical Demands/Work Environment

Must be physically able to operate a variety of machines and equipment including a computer, calculator, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Americans with Disabilities Act Compliance

Lancaster County School District is an Equal Opportunity Employer. ADA requires Lancaster County School District to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I certify that I have received and understand this classification description and that it is an accurate description of my work.

Employee

Signature:

Employee Name (Please Print): _____Date:

Human Resources Director signature: _____Date:
