

**TALLADEGA CITY SCHOOLS
JOB VACANCIES
2023**

Applicants for the vacancy listed below will be selected on the basis of qualifications, merit, and professional ability. No person shall be denied employment, re-employment, advancement, or evaluated, nor shall be subjected to discrimination in any program or activity, on the basis of sex, age, marital status, religion, belief, national origin, ethnic group, or disability.

School/ Worksite	Position	Posting Date	Salary Schedule	Posting Deadline
Talladega City Schools	Chief School Financial Officer	November 27, 2023	Negotiable – Based on Qualifications and Experience	December 11, 2023 Or until position is filled

CONTACT: Candidates will need to check our website @ www.talladega-cs.net for instructions on applying.



TALLADEGA CITY SCHOOLS

P. O. Box 946
Talladega, Alabama 35161

NOTICE OF A VACANCY IN THE POSITION OF CHIEF SCHOOL FINANCIAL OFFICER

JOB TITLE: Chief School Financial Officer

POSITION OBJECTIVES: The position of Chief School Financial Officer (CSFO) encompasses the highest degree of professional and administrative responsibility.

The position's responsibilities are set forth in the Alabama's Fiscal Accountability Act and also include oversight of the district's financial management, accounting and reporting matters in order to; (1) maintain compliance with applicable Federal and State reporting and accountability requirements, (2) optimize availability, provision and sustainability of resources to District teachers and students, and (3) inform the Superintendent, Board and community stakeholders on matters pertinent to the District's financial position and results of operations on a timely and consistent basis. Candidate must be bondable and have a valid Alabama Driver's License.

QUALIFICATIONS:

1. Have a minimum of three years of supervisory experience in governmental accounting, public agency accounting or a business-related field, obtain a certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements, and meet one or more of the following professional requirements:
 - Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting.
 - Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - Certified Public Accountant (preferred)
 - Hold a baccalaureate degree in a concentration other than a business-related curriculum but have at least 24 hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
 - a.) Principles of Accounting I (3 semester hours)
 - b.) Principles of Accounting II (3 semester hours)
 - c.) Intermediate Accounting (3 semester hours)

- d.) Cost Accounting (3 semester hours)
- e.) Governmental Accounting (3 semester hours)
- f.) Financial Management (3 semester hours)
- g.) General Management (3 semester hours)
- h.) Business (or Organizational) Communications (3 semester hours)

2. Other qualifications as the Board and Superintendent may find appropriate and desirable

Preferred:

- Certified Public Accountant or Master's in Business Administration
- 3 to 5 years of supervisory experience in accounting/finance in the Central Office of an Alabama Local Education Agency

FLSA: Exempt

REPORTS TO: Superintendent/Board of Education

TERMS OF EMPLOYMENT: Contract: 240 days/year

DUTIES AND RESPONSIBILITIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
3. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes. Verify the payment of such funds.
4. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
5. Prepare reports as required by other agencies.
6. Maintain an adequate system of internal controls including property and inventory accounting.
7. Maintain a sound system of cash management.
8. Maintain a sound accounting system in the individual local schools. Assist local school bookkeepers as necessary.
9. Maintain a system of contracting and purchasing procedures.
10. Coordinate the preparation of the annual budget and any amendments as appropriate.
11. Serve as Office Manager of Central Office support staff ensuring office runs in an efficient and professional manner.
12. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
13. Keep an accurate record of all receipts and expenditures, and provide such information to the superintendent and local board.
14. Make reports as may be required by law, by the local board of education or by rules and regulations of the State Board of Education.
15. Be bonded in an amount determined by the State Board of Education.
16. Prepares and presents to the board the annual budget and any amendments as appropriate.
17. Ensure that the annual budget, monthly financial reports and accountability report are posted to the system's website.
18. Serves as network administrator for accounting software.
19. Provide auditors with such records and assistance as they may require.
20. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
21. Interprets the financial concerns of the district to the community.

22. Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

EVALUATION:

The evaluation of the Chief School Financial Officer's job performance will be determined by the school board with the consultation of the Superintendent of Education.

SOURCE: Talladega City Schools, Talladega, Alabama

YOU MUST ATTACH A COVER LETTER & RESUME IN TEACH IN ALABAMA