Job Description

Title: Chief Financial Officer

Qualifications: MBA and/or other degrees with acceptable experience; CPA and experience in an educational setting preferred; Experience in accounting procedures and budget oversight of school or public/municipal financial operations or equivalent experience required; Experience with computerized financial management systems; Experience in supervising staff in accounting operations; Experience in coordinating an internal audit process; Experience in monitoring federal grants and/or special projects; Ability to develop systems that improve work flow and insure accuracy in reporting; Ability to present information to all stakeholders in an understandable format.

Reports To: Superintendent

Terms: 240 days

Pay Scale: Executive Director/Assistant Superintendent

Status: Exempt

Essential Responsibilities:

- Maintains communications with district's bond counsel, financial advisor and ratings agencies and sustains a strong financial rating for the district.
- Supervises the management of the financial affairs of the school district.
- Assumes responsibility for budget development and long-range financial planning.
- Assesses, formulates and implements financial plans, policies and procedures for the District.
- Prepares financial records, reports, ledgers and budgets; provides variance analyses for external audits, etc.
- Supervises federal and state special revenue programs and resolves questioned costs, ensuring compliance with federal and state regulations.
- Prepares financial records in compliance with Generally Accepted Accounting Principles (GAAP).
- Oversees internal audit procedures and controls.
- Coordinates the annual independent audit of the school District and individual school accounts.
- Instructs, assigns and reviews the work of subordinate staff. Allocates personnel, acts on employee problems, and recommends promotions and disciplinary action as necessary.
- Effectively selects, trains/orients, and evaluates the performance of subordinate staff.
- Demonstrates the ability to coordinate and accurately prepare the District’s annual

VISION
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- Effectively manages the development and preparation of monthly and annual financial reports and in turn provides timely reports to the Board of Trustees.
- Supervises and/or prepares the accurate transmission of required financial reports to appropriate state and federal agencies.
- Reconciles accounts payable and payroll bank statements and other financial transactions on a monthly basis and in a timely manner.
- Approves District purchase orders to ensure their compliance with state and District procurement procedures.
- Submits a Professional Certified Staff Listing to the State Department of Education as required.
- Receives and reviews various records and documents such as budget information, accounting records, business documents, charts, graphs, etc.
- Coordinates, prepares and administers the district’s annual operating budget and restricted fund budget.
- Coordinates and implements all capital improvement projects which includes new construction and renovation.
- Reviews and recommends good risk management programs which include property and vehicle insurance, liability and worker’s compensation insurance, student accident insurance, and bonding.
- Supervises the School Food Service Program.
- Supervises the Information Technology Department.
- Supervises the school nursing program.
- Presents information to the Board of Trustees at board meetings and workshops as required.
- Maintains appropriate records of District financial transactions.
- Operates general office equipment such as a copier, computer, calculator, facsimile machine, etc.
- All other duties as assigned by the Superintendent.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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Reasoning Ability:
Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:
Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

DISCLAIMER STATEMENT
This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.
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EEO STATEMENT
Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_______________________________________________________ Date: ___________

_______________________________________________________ Date: ___________

_______________________________________________________ Date: ___________