

NOTICE OF VACANCY IN THE POSITION OF CHIEF SCHOOL FINANCIAL OFFICER

Length of Posting:

April 1, 2024, through April 15, 2024, and ongoing until filled.

Duties:

- As stated in the Alabama Administrative Code, the Chief School Finance Officer (“CSFO”) is responsible for a financial management system that ensures the proper accountability for funds administered by the Board of Education (“BOE”) and its schools. The CSFO shall perform all duties required by the Alabama Code § 16-13A-5(b).
- The CSFO shall ensure that the financial management system reflects the financial condition of the BOE on a timely and accurate basis.
- As part of the CSFO’s duties to operate an effective financial management system, the CSFO will be required to:
 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. Prepare financial reports monthly and at other times as requested by the Superintendent, the BOE, and other agencies.
 4. Prepare reports as required by other agencies.
 5. Maintain an adequate system of internal controls including property and inventory accounting.
 6. Maintain a sound system of cash management.
 7. Maintain a sound accounting system in the individual local schools.
 8. Maintain a system of contracting and purchasing procedures.

9. Coordinate the preparation of the annual budget and any amendments as appropriate.

10. Maintain the financial operations of the child nutrition program and other special programs in accordance state and federal requirements.

11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.

- The CSFO advises the BOE, Superintendent, and other staff members on financial questions, the status of funding and expenditures, and reports matters of liabilities.
- The CSFO oversees the preparation of monthly financial statements and the preparation of monthly presentation reports to the BOE concerning the financial status of the school system.
- The CSFO reviews and recommends proposed policies and/or changes to existing policies to the BOE and implements approved policies.
- The CSFO provides leadership and supervision over assigned personnel ensuring employees have a clear understanding of their job responsibilities.
- The CSFO is responsible for developing, maintaining, and improving departmental operating procedures to improve department efficiency and effective use of school resources.
- The CSFO shall also perform other duties as may be assigned by law, by the Superintendent and BOE, and by rules and regulations of the State Board of Education and the local government.

Qualifications: A Chief School Financial Officer shall meet the minimum job qualifications established by the State Board of Education as reflected in Alabama Administrative Code Section 290-2-5-.03 and shall possess or be eligible to possess certification required by the State Board of Education as reflected in Alabama Administrative Code Section 290-2-5-.04.

Once hired, the CSFO shall be required to meet the continuing certification requirements of the Alabama State Department of Education.

Salary Range: The salary range of the CSFO will be negotiable depending upon education, experience and demonstrated success.

Physical Requirements

Requires light work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently. Job involves sitting most of the time.

Application Information:

The applicant is requested to print, sign and submit an application on the approved form (available at <https://www.scottsboroschools.net>) with a cover letter and resume to achildress@scottsboroschools.net (preferred) or by mail to:

**Scottsboro City Schools CSFO Search
c/o Amy Childress
305 S. Scott St.
Scottsboro, Alabama 35768**

In addition, a verified transcript from the institution that granted the applicant's highest degree may be requested.

For additional information, please contact Amy Childress at (256) 218-2100 or achildress@scottsboroschools.net

Posting of Notice: This notice shall be posted at <https://www.scottsboroschools.net> and in a conspicuous place by the Principal of each school, in District work areas/sites and at the Central Office of the Board of Education located at 305 S. Scott St., Scottsboro Alabama at least fourteen (14) calendar days. The Scottsboro City Board of Education is an equal opportunity employer.

Background Check: A background investigation may be required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information.

The Scottsboro City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.

Years in current position	<input type="text"/>	Are you presently under contract	<input type="text"/>
Number of schools in system	<input type="text"/>	Number of employees	<input type="text"/>
Your school system budget	<input type="text"/>	Student Enrollment	<input type="text"/>

If you answer "Yes" to any of the questions below, please use the space provided or an attachment to give a detailed explanation, including the name and address of the employer (if applicable) the date of the charge or incident, the court, court action, and address of the court involved (if applicable) and the stated reason for any employment action. A "Yes" answer may not disqualify you from consideration but may affect your suitability for the position.

Have you ever:

1. Been dismissed, suspended, terminated, or forced to resign from any employment position?

2. Resigned, been given an opportunity to resign or been asked to resign from an employment position?

3. Been refused continuing service status or tenure?

4. Been under investigation or charged with any violation of the Alabama Ethics Law or Educator Code of Ethics or similar professional inquiry?

5. Had charges or a report of child abuse or sexual activity involving a K-12 student or other minor filed against you?

6. Had a professional certificate, credential, or license (of any kind) revoked or suspended, or been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct?

7. Had any pending adverse actions against you relating to a professional certificate, credential, or license?

8. Been denied a professional license for which you applied, or granted a professional license on a conditional or probationary basis based on any alleged misconduct or alleged violation of professional standards of conduct?

9. Had an EEOC charge filed against your employer in which you were alleged to have discriminated against an employee?

Do you have any objection to your present or previous employers being contacted for reference purposes?

If yes, please explain.

Qualifications

Qualifications	Briefly describe how your background knowledge and skills meet or exceed the listed criteria
Sound Financial Management Including an Understanding of the Budgeting Process and how Schools are funded in Alabama	
Goal Setting and Responsible Monitoring of Finances	
Experience with Intergovernmental Partnerships	
Leadership Experience Specific to Finance	
Recruiting, Building, and Leading Effective Teams	
Working Collaboratively and Cooperatively with the Superintendent and Board of Education	

Credentials

Official transcripts for the highest degree you reference herein may be provided. Proof of certification as a Chief School Finance Officer may also be required.

References (List the names of four individuals who may be called immediately)

Name	Position/Employment	Present Address	Telephone

Print, sign, and email this Application, a cover letter, and your resume directly to:

achildress@scottsboroschools.net or mail to: Scottsboro City Board CSFO Search, c/o Amy Childress, 305 S. Scott St., Scottsboro, Alabama 35768

I certify that the foregoing statements are true and correct. I agree to hold harmless and release Scottsboro City Board of Education, its legal counsel and agents from any expense, liability or loss arising from any background investigation.





Date

Signature

It is the official policy of the Scottsboro City Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.