

Class Code: 7184
Revised: March 24, 2016
Approved 03/24/2016

CARROLL COUNTY BOARD OF EDUCATION

Job Description for Chief Financial Officer

- QUALIFICATIONS:** Certification by Kentucky Department of Education in Administration or Accounting Degree, CPA, or MBA with accounting experience.
- REPORTS TO:** Superintendent
- JOB GOAL:** To ensure that all federal, state, and local laws, policies, procedures, and regulations related to school finance are followed. To ensure that the school district financial records are kept current and that the district derives maximum educational dividends from the prudent expenditures of every school dollar.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the management of the financial affairs of the schools.
2. Assume responsibility for budget development and long-range financial planning.
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions.
4. Assume responsibility for purchasing and bidding procedures making certain that the school district complies with all local, state and federal procedures, policies, regulations, and law and the policies of the Board.
5. Act as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
6. Assist the Superintendent in preparing and implementing the district budgets and school allocations.
7. Assist the Superintendent in preparing all salary schedules.
8. Assume responsibility for the receipt and expenditure of school district funds.
9. Maintain a continuous internal auditing program for all funds, including school accounts.

10. Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
11. Report monthly to the Board all expenditures and all revenues.
12. Recommend new accounting methods as desirable and necessary.
13. Develop budget guidelines, coordinate preparation of the budget, and assists key administrators in review of the budget.
14. Prepare analyses of budget requests and program proposals.
15. Arrange for and supervise preparation, publication, and distribution of budgets as approved by the Superintendent and the Board.
16. Coordinate the presentation of justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board.
17. Assist in the execution of the enacted budget, including the recommendation of administrative controls where required.
18. Take the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
19. Prepare analyses of program costs and methods of financing, including long-range projections of requirements.
20. Maintain a working knowledge of payroll and all pertinent functions in compliance with state regulations and provide data to district personnel.
21. Work with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses, through personal appearance, as appropriate.
22. Coordinate, process, and control transfers of budgeted funds as requested.
23. Obtain the annual budget requirements and prepare preliminary budget estimates.
24. Serve as accountant for regular budget and all federal, state, and private projects approved by the Board.
25. Verify all bank accounts monthly.
26. Prepare all reports that are the result of the accounting function.
27. Prepare financial and other budget reports at regular intervals.
28. Prepare annual financial reports and necessary back-up documents for end-of-year and the audit process.
29. Supervise all insurance matters such as maintenance of policy registers, premiums, claims, and similar documents.
30. Maintain a working relationship with the Board's accounting firm, provide pertinent information concerning necessary accounting procedures, and assist, if necessary, in schools experiencing a problem in following accepted accounting procedures.

31. Assist school bookkeepers and provide one or more learning activities per year to provide opportunities for personnel to learn new and updated procedures to enhance job efficiency.
32. Coordinate, supervise, and evaluate personnel under his/her supervision and assist each to improve effectiveness and leadership in the various areas, as well as the ability to assess inner strengths and weaknesses.
33. Supervise Personnel Assistant.
34. Supervise Director of Food Service.
35. Attend all Board meetings and attend and preside over such other meetings as the Superintendent designates.
36. Assumes other duties and assignments made by the Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the
Carroll County Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with Carroll
County Board of Education policy.

Revised: March 24, 2016
Approved 03/24/2016