

***SHEFFIELD CITY SCHOOLS***  
***JOB DESCRIPTION – Chief School Finance Officer (CSFO)***

**POSITION TITLE:** Chief School Finance Officer (CSFO)

**QUALIFICATIONS:** (1) (a) Have a B.S. degree in a business related curriculum with a least nine hours in accounting from an accredited four-year college or university, or (b) hold a MBA or other graduate degree in a business related field from a regionally accredited institution. Or (c) is a CPA, or (d) holds a B.S. in a concentration other than business but has 24 semester hours of business related courses with at least 18 hours in the following courses: Principals of Accounting I & II, Intermediate Accounting, Cost Accounting, Governmental Accounting, Financial Management, General Management, and Business Communications. To become State Certified, a candidate will have three years to complete the certification courses. The certificate program is set up to rotate the courses for a person to easily complete the course requirement in three years. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent/Board

**JOB GOAL:** To administer the business operations and financial affairs of the Sheffield City Board of Education.

**SUPERVISES:** Personnel in Payroll/Accounting and Accounts Payable

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Expected Work Day: 7-3/4 hours per day, 5 days per week. Must frequently work nights and weekends in addition to the expected work day, as well as, when job requires attendance at board meetings and/or other meetings.
2. Administration of the financial affairs of the school system, including handling of all funds and accounting as required. Maintaining an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
3. Coordinate with the Superintendent a program for all business management of the Sheffield City School system.
4. Work to maintain an effective cash flow system so as to utilize all sources available for the best possible benefit of the school system including the payment of obligations in a timely manner while scheduling investment maturities in the most advantageous manner.
5. Maintain a system of contracting and purchasing procedures.
6. Maintain the financial operations of the child nutrition program and other special programs in accordance to state and federal requirements.
7. Consult with responsible program supervisors, directors and principals on matters relating to the preparation and administration of all budgets.
8. Assist the Superintendent in the preparation of annual school budgets and financial statements.
9. Prepare budget and financial reports as required by local, state and federal agencies.
10. Supervise the development of budgets for all departments and individual schools and assist school bookkeepers on local school accounting.

Chief School Finance Officer (CSFO)

Page 2

11. Prepare reports as requested by the Superintendent, the Board of Education and/or other agencies.
12. Act as custodian and review all money belonging to the Board, and deposit same in the banks designated by the Board.
13. Pay out monies on written order of the Superintendent and provide to the Board an account of all monies received and disbursed.
14. Fully and accurately inform Superintendent regarding the financial status of the Sheffield City School system.
15. Responsible for keeping up-to-date and fully informed regarding financial regulations at the local, state, and federal levels.
16. Supervise local school accounting.
17. Work with auditor to assure an appropriate process is implemented and reported.
18. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
19. Supervise all payrolls, verify all deductions for income tax, retirement, health and medical insurance and other related miscellaneous deductions.
20. Supervise the preparation of reports and checks for proper agencies covering all deductions.
21. Supervise the preparation of quarterly and yearly tax forms relating to payroll matters, plus individual withholdings forms for each employee.
22. Responsible for all payments for benefits and for separate benefits audits.
23. Responsible for all LEAPS/SLEAPS reporting.
24. Responsible for Student Attendance reporting.
25. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
26. Supervises and evaluates personnel in Payroll/Accounting and Accounts Payable
27. Perform other duties as may be assigned in the position by law, by the Superintendent and the Board of Education, and by rules and regulations of the State Board of Education and local government.

**TERM OF EMPLOYMENT:** Twelve months. Salary according to the Chief School Finance Officer Board approved salary schedule.

**EVALUATION:** Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

*Revised 10/24/2016*