VACANCY NOTICE

POSTING DATE: May 6, 2021
CLOSING DATE: May 19, 2022 or until filled
POSITION TITLE: Chief Financial Officer
PRIMARY FUNCTION: Directs the financial and business operations of the school system with responsibility for coordinating budgeting, accounting, auditing, payroll, cash management, and property inventory. Will be responsible for all fiscal matters related to the Douglas County School System and will assist the Superintendent in implementing the policies of the Board as they relate to proper business procedures and sound fiscal management. Will exercise administrative decision-making control with reference to all Finance and Warehouse/Purchasing Department matters.

SALARY RANGE: $92,874-$132,667 with up to $7,500 Administrative Supplement based on leadership experience, $10,000 Supplement for CPA and/or $10,000 supplement for a Master’s in Business Administration (MBA). Salary placement will be based on Douglas County Board of Education approved salary schedules and years of verified experience

REQUIREMENTS:

Educational Level: Master’s degree in Finance or Accounting preferred.
Experience: Five to ten years successful experience at the executive level in business affairs and finance.

Certification/License Required: None required, CPA desirable.

Proficient Skills:
- Must have strong knowledge of fundamentals of accounting procedures, with an understanding of the State of Georgia Department of Education in particular.
• Must be able to prepare and interpret budgets and financial reports.
• Must be able to provide financial information for decision-making.
• Must be able to interpret and implement a “Cash Management System” to make best use of the system’s cash resources.
• Must be able to use data to produce financial projections.
• Must have strong leadership and interpersonal skills, planning and organizational abilities.
• Must have strong written and verbal communication skills.

Physical Activities: Routine physical activities that are required to fulfill job responsibilities. Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

ESSENTIAL DUTIES:
1) Demonstrates prompt and regular attendance.
2) Directs activities and makes certain that all responsibilities are understood and accepted. These include, but are not limited to, the following:
   Payroll; Accounts Payable; Accounts Receivable; Budget Preparation; Cash Management; General Ledger Accounting; State and Federal Requisitions; Grant Accounting; Capital Projects Accounting; Temporary Investment of Surplus Funds;
   Facilitating Audits, Both Internal and External; Purchasing;
3) Develops goals for financial and business services to improve staff performance and departmental processes
4) Compiles and administers the school system budget.
5) Coordinates the periodic revisions of the budget.
6) Reports major deviations from the approved budget to the Superintendent.
7) Develops funding projections
8) Monitors revenues, expenditures, and encumbrances for all district funds.
9) Reviews financial data and makes recommendations regarding expenditures and investments.
10) Reviews SPLOST and Capital Projects reports and monitors receipts and expenditures.
11) Prepares financial statements and associated documents for bond issues. Meets with bond rating agencies as appropriate.
12) Provides complete and accurate records and statistical reports for the Board of Education, Superintendent, and Central Office administrative staff on a daily, weekly, monthly and annual basis as appropriate.
13) Evaluates and makes recommendations regarding financial policies and procedures.
14) Recommends and oversees development of training and materials for school system personnel.
15) Facilitates changes in school bank accounts, including authorized signers.
16) Ensures accuracy, completeness and conformance to DCBOE policies and procedures.
17) Serves on the Superintendent’s Cabinet
18) Attends Board of Education Meetings
19) Encourages and facilitates communications among divisions, departments and schools.
20) Performs other such duties as assigned by the Superintendent.

REPORTS TO: Superintendent of Schools
APPLICATION PROCEDURES:

External Applicants: Apply online through Frontline or TeachGeorgia (www.teachgeorgia.org). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by May 19, 2022.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.