

## **Chief Financial Officer**

### **Pearl River County School District**

#### **Qualification:**

- **School District Business Administrator License (420) or be eligible to acquire a valid license in accordance with State Board Policy Chapter 71, Rule 71.2**
- **Bachelor's degree in accounting or other business-related field with a minimum of 15 hours of accounting coursework; Master's degree preferred**
- **Proficient in the use of computer technology for accounting and other budget administration tasks**
- **Three years of experience as a CFO preferred; District leadership experience can be considered in lieu of CFO experience**
- **Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for MS school districts**

#### **Reports to: Superintendent of Education**

**Job Goal: To support and enhance the educational mission of the Pearl River County School District through careful planning, sound fiscal management, and effective budget administration.**

#### **Responsibilities:**

- 1. Prepare, analyze, amend, and maintain the annual budget for the district.**
- 2. Establish and maintain salary schedules for the district.**
- 3. Supervise all payroll operations for the district.**
- 4. Supervise and approve all purchasing for the district including verifying legal compliance, district compliance, and adherence to budget limitations.**
- 5. Supervise the payment of all obligations of the district including verification of receipt of goods, verification that proper purchasing procedures were followed and that all other district legal guidelines were followed.**
- 6. Determine the existence of any excess funds and develop the most beneficial investment plan for the district.**
- 7. Organizing and managing debt service.**

- 8. Review and code all revenues received by the district.**
- 9. Reconciliation of all funds received from federal and state resources.**
- 10. Reconciliation of all bank accounts.**
- 11. Prepare all adjusting journal entries as needed.**
- 12. Maintain general fixed assets account groups.**
- 13. Prepare all financial reports as required by state law.**
- 14. Assumes responsibility for employee insurance, retirement programs, records, reporting and services**
- 15. Monthly report to the Board of Education on financial status and other financial matters.**
- 16. File all financial reports, budgets, and other documents with the proper authorities.**
- 17. Prepare all required advertisements for budget matters and tax increases.**
- 18. Prepare all documents and records as needed and required for the annual audit.**
- 19. Establish procedures and policies for time and attendance payment and the maintenance of records in accordance with wage and labor laws.**
- 20. Supervises employee leave accounts and check stub reports for employee checks.**
- 21. Attend all workshops necessary to obtain training to effectively perform job duties and improve the financial management of the district.**
- 22. Provide staff development training within the district for employees involved in the financial management.**
- 23. Establish and maintain all procedures to receive funds including gate receipts and other activities.**
- 24. Implement any new state mandated procedures and requirements.**
- 25. Establish and maintain the financial software and hardware used in the management of the school finances.**
- 26. Approve the monthly requests for funds from reimbursable federal programs.**
- 27. Monthly transfer of funds to a clearing fund for the payment of bills and payrolls.**

**28. Electronic transfer of year-end financial data to the State Department of Education as required.**

**29. Establish depositories for school funds as required by state law.**

**30. Inform the Superintendent of Education of any items that could possibly affect the financial condition of the school district.**

**31. Develop funding plans for capital projects.**

**32. Work with other district personnel to provide information for grant proposals.**

**33. Establish any new account codes necessary to receive or expend any funds.**

**34. Supervise employees within the business department.**

**35. Maintenance and storage of all financial records necessary to meet state requirements and any future needs.**

**36. Account for sixteenth section funds in accordance with state law.**

**37. Supervises the recommendation of employment of qualified employees**

**38. Supervises construction projects and provide regular updates to the Superintendent and the Board**

**39. Provides financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program.**

**40.. Any other responsibilities assigned by the Superintendent of Education.**

**Terms of Employment: Twelve month contract with salary in accordance with the administrative salary schedule as approved by the PRCSD Board of Trustees**