



**HINDS COUNTY SCHOOL DISTRICT  
13192 HIGHWAY 18  
RAYMOND MS 39154  
601-857-5222**

**POSITION ANNOUNCEMENT: Chief Financial Officer/Business Manager**

EMPLOYMENT PERIOD: 12 months to begin July 1, 2022

SALARY: Commensurate with experience

APPLICATION CLOSING DATE: Monday, February 7, 2022 or until position is filled

**If you meet the qualifications/requirements submit an online application with your most current information at [www.hinds.k12.ms.us](http://www.hinds.k12.ms.us)**

If you should have questions, please contact:  
Dr. Delesicia Martin, Superintendent at [dmartin@hinds.k12.ms.us](mailto:dmartin@hinds.k12.ms.us)

**QUALIFICATIONS:**

1. Bachelors of Science in Business, Accounting or a related field, Master's Degree in Accounting preferred
2. Candidate should have a strong background in or knowledge of fund accounting
3. A minimum of three years' accounting experience with multi-million-dollar accounts or management position in finance and administration in private or public sector.
4. Proficient in the use of computer technology for accounting and other budget administration tasks
5. Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts
6. Ability to plan, assign, and direct a staff of subordinates
7. Ability to communicate effectively with supervisors, the school board, department heads, county/city officials, other school employees and other stakeholders

**REQUIRED LICENSURE/CERTIFICATION:**

Possession of or eligibility for a valid state certificate endorsed in school district business administrator (Mississippi Endorsement 420) or the ability to achieve certification within two (2) years from date of hire.

**SUPERVISES:**

District accounting management including monitoring of personnel allocations and costs, depositing and disbursing of funds, accounting operations for all financial transactions, maintenance of financial records, preparation of periodic and special reports, payroll management, finance department computer operations, employee insurance programs, other financial operations of the school district, and the classified employees who staff the business department, grant proposal writing and administration; budget planning and budgetary policy recommendations; financial planning assistance to cost center managers; long-range planning

**REPORTS TO:**

Superintendent

**JOB GOAL:**

To support and enhance the educational mission of the school district through careful planning, sound fiscal management, and effective budget administration.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serves as a resource for and participates in the development of annual and long-range educational plans for the school district
2. Plans and causes to be developed software programs to support accounting and other departmental procedures
3. Plans with classified employees assigned to the department the functions and operations of the department and the individual assignments for each employee
4. Assists the Superintendent to plan the annual operational budget; prepares the annual budget as required by law after the budget has been planned
5. Collects and makes available tax and other fiscal data needed for district planning purposes
6. Ensures that all funds are received and deposited in an approved depository
7. Maintains various required accounts to comprehend and to account for all funds
8. Implements and maintains the state required accounting program for school districts
9. Prepares and submits for board approval each month current bills to be paid
10. Prepares and submits to the State Department of Education budget reports and budget information as required
11. Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow
12. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks
13. After Board authorization, releases payment of funds
14. Maintains complex financial records and makes periodic and special financial reports
15. Ensures compliances with various local, state, and federal requirements
16. Supervises retirement program records, reporting, and services
17. Supervises employee insurance programs, records, and services
18. Supervises payroll operations and employee check disbursement
19. Supervises account reconciliation and other control procedures
20. Supervises employee leave accounts and check stub reports for employee checks

21. Supervises classified personnel employed to perform various functions within the department
22. Supervises the recommendation of employment of qualified staff
23. Supervises construction projects and provides regular updates to the Superintendent and the Board
24. Assign staff to perform specific tasks and responsibilities within the department
25. Ensures that staff members are kept current, through appropriate in-service
26. 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
27. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performances
28. Provides information to supervisors for decision making regarding employee fringe benefit programs
29. Advises supervisors regarding legal complications involving financial transactions
30. Prepares reports and other communications and disseminates those to various appropriate audiences
31. Attends school board and local community meetings as well as school district, regional, and state professional meetings as deemed necessary
32. Makes formal and informal reports and presentations to appropriate stakeholders
33. Utilizes specific criteria and appropriate instruments to evaluate performance and productivity of assigned personnel
34. Adjusts departmental processes and/or functions based on data derived from evaluation
35. Prepare for annual audits of financial statements by CPA or State Auditor
36. Performs other duties as assigned

**TERMS OF EMPLOYMENT:**

238 days annually with salary in accordance with the Administrative Salary Schedule as approved by the Board of Trustees

**EVALUATION:**

Performance of the Chief Financial Officer/Business Manager will be evaluated in accordance with provision of Board policy.

***NOTICE OF NON-DISCRIMINATION:*** *Hinds County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services, or employment opportunities and benefits. **Contact:** Sharon Harris, Title IX, 601-857-5222*