



Poplarville School District

Finance Department

Mission Statement: *The mission of the Poplarville School District is to serve all students by providing a high-quality education in a safe learning environment.*

Chief Financial Officer

<p>Qualifications:</p>	<ol style="list-style-type: none"> 1. Proper licensure by the Mississippi Department of Education 2. Must obtain School District Business Administrator License 3. Bachelor's degree with an emphasis in accounting. 4. Minimum of 5 years experience in public education. 5. Accounting degree and CPA preferred 6. The Chief Financial Officer shall possess a demonstrated aptitude or competence for assigned responsibilities and other such alternatives as the Board may find appropriate and acceptable.
<p>Reports to:</p>	<p>Superintendent</p>
<p>Job Goal:</p>	<p>To assist in the administration of the district's business affairs so as to provide the maximum services to the children for the financial resources available.</p>
<p>Essential Functions:</p>	<ol style="list-style-type: none"> 1. Directs and oversees all financial accounting. 2. Maintains a complete and systematic set of records of all financial transactions of the district. 3. Sets up and controls an encumbrance accounting system. 4. Provides accounting services essential to the preparation, administration, supervision, and control of the budget. 5. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates. 6. Develops and manages the school district budget in collaboration with the Superintendent and Board of Trustees. 7. Collaborates with the school principals, directors and other administrators in developing the district budget. 8. Develop budget projections and budget forecast scenarios. 9. Prepares budget amendments and submits to the Board of

Trustees for approval.

10. Prepares and conducts annual budget hearings with the Board of Trustees, Superintendent and community.
11. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
12. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
13. Prepares financial statements, income statements, and cost reports to reflect the financial condition of the district.
14. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
15. Supervises accounts receivable processes and procedures.
16. Supervises purchasing, accounts payable and fixed asset processes and procedures.
17. Monitors and approves requests for purchases except food service and activity funds less than \$1,500.00.
18. Supervises payroll and benefit processes and procedures.
19. Coordinates the supervision of student activity accounts in collaboration with the school principals and central office accountant.
20. Review monthly activity fund reports.
21. Transfers funds monthly for accounts payable and payroll to their respective clearing accounts.
22. Verifies all bank statement reconciliations are complete and accurate.
23. Prepares and submits monthly financial statements to the Board of Trustees.
24. Reviews and submits current monthly docket of claims and preceding monthly payroll expenditures to the Board of Trustees for approval.
25. Submits monthly requests to the School Financial Services for applicable grant funds.

26. Prepares and submits monthly cash flow reports to MDE if applicable.
27. Works closely with accounting staff to ensure district compliance with MS Code, GAAP, MDE, OSA and federal regulations.
28. Prepares annual financial statements and submits to independent auditors for audit.
29. Arranges for audits of all accounts and records annually by an independent, certified public accountant approved by the Board of Trustees
30. Cooperates with and provides the auditors financial documentation during the audit.
31. Prepares and submits annual FETS to MDE.
32. Prepares any other necessary financial and budget reports that are the result of the accounting function.
33. Complies and submits all applicable financial requests and/or surveys by MDE.
34. Arranges for annual insurance policies including but not limited to buildings, automobiles, casualty, theft, and workers compensation and submit to Board of Trustees for approval.
35. Manages the district's borrowing and investments.
36. Recommends the purchase of and oversees the maintenance of accounting supplies, equipment and software.
37. Reports to the Superintendent on the accounting affairs of the district and recommends changes and improvements as necessary.
38. Assists the Superintendent with the various aspects of capital projects.
39. Recommends policies and procedures to improve the district fiscal operations.
40. Provides meetings in training on accounting/financial developments.
41. Attends and participates in monthly board meetings.

Additional Responsibilities:

42. Participates in and completes the approved district Staff Development Program.

43. Participate in continuing education programs to further education/knowledge and maintain School District Business Administrator License.

44. Performs such other tasks and assumes such other responsibilities as the immediate supervisor may from time to time assign.

45. Demonstrates a commitment to professional growth.

46. Demonstrates effective interpersonal and communication skills.

47. Maintains appropriate professional appearance.

48. Demonstrates regular attendance and punctuality.