

**VICKSBURG WARREN SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Chief Financial Officer
REPORTS TO: Deputy Superintendent
APPROVAL DATE: November 30, 2023

JOB GOAL: Effectively manage the fiscal affairs of the school district.

SUPERVISORY RESPONSIBILITY

Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees/monitors the District's budget planning,
- Prepares budget and other financial reports.
- Supervisor of Accounts Payable and Payroll department.
- Manages District's risk and insurance programs (property, liability, vehicle and students)
- Supervises the maintenance/upgrades of the telecommunications system
- Supervises the preparation of reports and checks that are distributed to the proper agencies covering all deductions:
 - a. Federal Tax Reports
 - b. State Tax Reports
 - c. Unemployment Reports
 - d. Retirement Reports
- Stays informed of all forms of wages, employee, or employer deductions, federal and state tax information, and unemployment requirements
- Communicates to employees any mandated payroll changes
- Accepts, reviews and forwards garnishments to the attorney for the district
- Works with the insurance manager on the implementation of 125 Cafeteria Tax
- Complies with all audit requirements as they apply to payroll functions
- Maintains functions related to Payroll Direct Deposit System
- Supervises the bank reconciliation of all funds on a current basis
- Maintains functions related to SDE Electronic Data Transfer System
- Develops and maintains procedures for maintenance contracts and leases on office equipment
- Coordinates bidding procedures for county depositories
- Determines that adequate securities on district funds are pledged by depositories
- Stays current on computer hardware and accounting software needs of the financial department
- Maintains adequate bonds on Board members and employees of the District as required by law
- Manages the District's property, fleet, general liability and worker compensation insurance programs
- Works with the Director of Accounting Services in the preparation of the district's annual budget
- Works with the Director of Accounting Services in preparing year-end financial statements of revenue, expense, and balances for all funds

- Works with the Director of Accounting Services in preparing the resolution for presentation to the local taxing authority of the request for tax dollars needed for district fiscal budget and monitoring of these collections from the taxing authority
- Works under the direction of the Administrative Assistant to the Superintendent in proposing changes to certified and classified personnel salary schedules
- Calculates salary and prepares contracts for certified employees
- Acts as the back-up computer operator in the absence of the Director of Computer Operations
- Performs other tasks as may be assigned by the Administrative Assistant to the Superintendent

QUALIFICATIONS

Five years experience (public school accounting preferred) and a minimum of three years administrative experience.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting or Business or the equivalent in other formal accounting courses