

MOSS POINT SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: School Business Administrator / Chief Financial Officer

DEPARTMENT/SITE: Administration / Central Office

REPORTS TO: Superintendent of Schools

SUPERVISES: Assistant CFO, District Finance Office Staff

QUALIFICATIONS

- Valid Mississippi School Business Administrator license (or eligibility to obtain).
- Bachelor's degree or higher from an accredited 4-year college or university with concentration in business-related curriculum (accounting, finance, or business administration, etd) including a minimum of 15 specified semester hours successfully completed in account from the following list:
 - Principals of Accounting I and II (6 semester hours)
 - Intermediate Accounting I and II (6 semester hours)
 - Advanced Accounting (3 semester hours)
 - Governmental Accounting (3 semester hours)
 - Managerial Accounting (3 semester hours)
 - Auditing (3 semester hours)

JOB SUMMARY

To administer the financial affairs of the district that provides the best possible educational services with the financial resources available and to ensure compliance with State Department of Education and State Department of Audit directives and appropriate state and federal statutes.

PERFORMANCE RESPONSIBILITIES

1. Coordinate performance activities with finance staff to comply with generally accepted accounting principles, Governmental Accounting Standard Board, federal and state regulatory agency requirements.
2. Keep district administration advised of legal compliance issues and changes to state statutes (Mississippi Code)
3. Stay abreast of Mississippi Department of Education (MDE) guidelines
4. Work with district staff to aid budget development
5. Plan, prepare, and implement district budget
6. Amend budget when needed.
7. Assist staff upon request with economic and/or operational decisions
8. Monitor budget and meet with staff as needed
9. Serves as primary purchasing agent for the district, thereby supervising all purchasing activity to maintain compliance with State Purchasing Laws and district policies
10. Administers a budget control system for the district
11. Prepare and enter accounts receivable and other journal entries monthly
12. Analyzes and supervises the preparation of all financial records
13. Prepares requests for funds and other financially related reports as needed
14. Provide financial reports and answers related questsf for the Board of Trustees

School Business Administrator / Chief Financial Officer

15. Provide financial and answers related questions for the auditors
16. Supervises in reconciling differences found in subsidiary records maintained by the various departments and the financial data generated by the finance office
17. Maintains a district cash flow and investment program
18. Supervises the collection and safekeeping of district monies including monitoring securities pledged by the school depositories
19. Oversee federal, state, and local grant monies awarded to district and make necessary reports
20. Meet with all departments on a regular basis
21. Monitor and work with city and county officials in collection of taxes
22. Monitor Mississippi Student Information System (MSIS) financial component to insure funding for all teacher units.
23. Prepare and ensure compliance with federal E-Rate (specific technology discount rate)
24. Supervises the district's fixed asset for compliance with state and GASB 34 requirements
25. Ensures the district's property, liability and district security bonds are properly managed
26. Coordinates with delegated district staff in matters pertaining to implementation of Worker's Compensation Insurance programs, Mississippi Department of Employment Security (MDES), HIPAA, COBRA, and other related insurance matters to ensure proper administration
27. Coordinate insurance cafeteria plan
28. Supervises payroll and benefits for the district
29. Ensures compliance with the Fair Labor Standards Act and other payroll related laws
30. Supervises time clock system
31. Conduct training session in using proper procedures
32. Assists in recruiting, hiring, training, supervising, and evaluating the finance support staff
33. Assures that staff members participate in appropriate professional development activities
34. Maintains continuing education training as specified by the MDE
35. Prepares policies for board approval as needed concerning financial related matters

OTHER DUTIES

Perform other duties as assigned by the Superintendent to support the effective operation of the school district.

TERMS OF EMPLOYMENT: 235 days. Compensation for this position will be based on years of experience and in accordance with the Moss Point School District's policies, procedures, and established pay scale.

EVALUATION: Performance will be evaluated annually in accordance with provisions of the board's policy on evaluation of school district personnel.