



Laurel School District CFO/Business Manager Job Description

Mission Statement: The mission of the Laurel School District is to develop productive citizens and successful lifelong learners by providing diverse educational opportunities.

Title:	CFO/Business Manager
Qualifications:	<ol style="list-style-type: none"> 1. Must either hold or be eligible to acquire a license as a School Business Administrator in accordance with State Board Policy Chapter 71, rule 71.2. 2. Master's Degree in accounting or business administration preferred. 3. Five years of successful accounting experience with multi-million dollar accounts. 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 systems for budget administration and planning operations in Mississippi school districts. 6. Understands and can articulate the basic principles of fund/governmental accounting. 7. Ability to plan, assign, and direct staff. 8. Ability to communicate effectively with supervisors, the school board, department heads, city officials, other school employees, and laypersons, both verbally and in writing. 9.
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 (including following proper procedures, meeting deadlines, ensuring clear audits, and balancing accounts)

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 oversees the development of software programs to support accounting and other departmental procedures.
3. Assists the Superintendent in developing the annual operational budget; prepares the annual budget as required by law, meeting all mandated deadlines. Monitors and amends the budget throughout the fiscal year.
4. Collects and makes available tax and other fiscal data needed for district planning purposes.
5. Calculates and prepares, in accordance with all statutory guidance, the annual Ad Valorem tax request for funds.
6. Ensures that all funds are received and deposited in an approved depository.
7. Maintains various required accounts to comprehend and account for all funds.
8. Implements and maintains the state-required Chart of Accounts for school districts.
9. Maintains the general ledger of the district in a timely and accurate manner.
10. Prepares and submits for board approval each month all financial reports as required by state statute.
11. Prepares and submits budget reports and information to the State Department of Education as required, along with all other required reports in advance of deadlines.
12. Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow.
13. Serves as district purchasing agent, managing district purchasing in accordance with all applicable statutes and board policy.
14. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks.
15. Releases payment of funds in accordance with policy after Board authorization.
16. Maintains complex financial records and provides periodic and special financial reports, in addition to monthly required financial reports.
17. Ensures compliance with various local, state, and federal requirements.
18. Supervises retirement program records, reporting, and services.
19. Supervises employee insurance programs, records, and services.
20. Supervises payroll operations and disbursement of employee checks.
21. Supervises account reconciliation and other control procedures.
22. Must be able to implement and monitor a strong internal control system.
23. Supervises employee leave accounts and check stub reports for employee checks.
24. Supervises classified personnel employed to perform various functions within the department.
25. Ensures that staff members are kept current, through appropriate in-service training, with state-of-the-art technology for their operations.

	<ul style="list-style-type: none"> 26. Provides financial and budgetary data to principals and department heads in a timely manner to develop and maintain an effective educational program. 27. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performance. 28. Provides information to supervisors for decision-making regarding employee fringe benefit programs. 29. Advises supervisors regarding legal complications involving financial transactions. 30. Attends school board and local community meetings, as well as school district, regional, and state professional meetings. 31. Makes formal and informal reports and presentations to appropriate audiences. 32. Adjusts departmental processes and functions based on data derived from evaluations. 33. Utilizes appropriate instruments and processes to evaluate the performance of assigned personnel. 34. Manages and advises the Superintendent on all school district debt issues and payments. 35. Manages and supervises the accounting for district fixed assets. 36. Contracts with auditors and is responsible for ensuring that an annual financial audit is performed, and that all recommendations, adjustments, or corrective actions are appropriately addressed and implemented. 37. Manages monthly requests for funds from federal grants and other reimbursable programs. 38. Works with federal programs during monitoring visits to provide necessary information. 39. Demonstrates prompt and regular attendance. 40. Supports the Laurel School District Mission, Vision, and Strategic Plan. 41. Performs other duties as assigned.
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.
Scope of Work:	To support the Mission and Beliefs of the District when carrying out duties and responsibilities as assigned.
Payscale:	Pay and work year will be established by the Board of Trustees
FLSA:	Yes / No



CFO/Business Manager

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

ADA Checklist for CFO/Business Manager

1. The general physical requirements of this position. (Please mark only one)

- A. Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- C. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

2. The physical activity of this position. (Please mark all that apply)

- A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- D. Kneeling. Bending legs at knee to come to a rest on knee or knees.

- E. Crouching. Bending the body downward and forward by bending leg and spine.
- F. Crawling. Moving about on hands and knees or hands and feet.
- G. Reaching. Extending hand(s) and arm(s) in any direction.
- H. Standing. Particularly for sustained periods of time.
- I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- L. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- M. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- N. Grasping. Applying pressure to an object with the fingers and palm.
- O. Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- R. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

3. The visual acuity requirements including color, depth perception, and field vision. (Please mark only one)

- A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position. (Please check all that apply)

- A. The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- B. The worker is subject to outside environmental conditions. No effective protection from the weather.
- C. The worker is subject to both environmental conditions. Activities occur inside and outside.
- D. The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- E. The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- F. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- G. The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- J. The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- K. The worker is required to function in narrow aisles or passageways.
- L. None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

My signature on this document affirms that I have been provided with a copy of this document and that I understand the general physical requirements for this position.

(Printed Name)

(Signature)

(Date)

Laurel School District is an Equal Opportunity Employer. The Laurel School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Laurel School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for any opening should contact the Department of Human Resources.

