**SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE**: Chief Financial Officer/School Business Administrator

**TITLE OF SUPERVISOR**: Superintendent

**GENERAL RESPONSIBILITIES:**

**SALARY: Salary is reflective of the School District salary schedule.**

 **QUALIFICATIONS:**

1. A Bachelor of Business Administration degree or equivalent from a four (4) year accredited university with a concentration in accounting.
2. Must be able to obtain a current valid certificate endorsed in school business administration from the Mississippi Department of Education.
3. Be familiar with all financial requirements issued by the Office of the State Auditor, Federal Grantors, and other state and federal agencies
4. Be able to communicate the financial condition/activities of the District to the School Board and the Superintendent.
5. Be able to work closely with the other school administrators
6. Twenty (20) hours of continuing education training must be completed each year in order to maintain certification.

**DESCRIPTION OF DUTIES:**

1. The Business Administrator is responsible for all financial accounting records. It is his/her responsibility to assure that the financial records comply with the financial accounting manual for Mississippi Public School Districts prescribed by the Office of the State Auditor.
2. The Business Administrator shall report to the Superintendent and Board of Education on a monthly basis the financial condition of the School District. This reporting must include all information required by the Office of the State Auditor.
3. The Business Administrator is responsible for supervising the Accounts Payable Clerk and Payroll Clerk. It is his/her responsibility to review all work performed by these clerks. He/she must also be available to assist and guide in their daily work.
4. The Business Administrator is responsible for the preparation of the annual budget. Under the supervision and advice of the Superintendent the Business Administrator must prepare the school’s annual operating budget. The Business Administrator must ensure that the budget is prepared in compliance with all requirements of the Department of Education and The Office of the State Auditor.
5. The Business Administrator is responsible for the year-end financial statements. He/she must ensure that the financial statements comply with the Office of the State Auditor’s requirements. He must also produce all records to the auditors upon request.
6. The responsibility of the Business Administrator for all purchasing is to ensure that all
	1. requisitions do not exceed the budget amount and that they meet all purchasing laws.
	2. He/she must approve all requisitions before purchase orders are produced and submitted to the Superintendent.
7. The Business Administrator must reconcile the financial accounting records to the monthly bank accounts and report the reconciled balances to the Board of Education.
8. It is the responsibility of the Business Administrator to ensure that the District complies with all state and federal laws concerning all financial matters.