



Jon Bret Smith  
Superintendent

*Lawrence County*  
BOARD OF EDUCATION  
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*Excellent Instruction, Every Class, Every Child, Every Day*

BOARD MEMBERS  
Gary Bradford  
Delandrion Woods  
Shanon Terry  
Sabrina Barkley  
Reta Waldrep

## **NOTICE OF VACANCY IN THE POSITION OF CHIEF SCHOOL FINANCIAL OFFICER**

### **Length of Posting:**

January 27, 2023 through February 10, 2023, and ongoing until filled.

### **Duties:**

- As stated in the Alabama Administrative Code, the Chief School Finance Officer (“CSFO”) is responsible for a financial management system that ensures the proper accountability for funds administered by the Board of Education (“BOE”) and its schools. The CSFO shall perform all duties required by the Alabama Code § 16-13A-5(b).
- The CSFO shall ensure that the financial management system reflects the financial condition of the BOE on a timely and accurate basis.
- As part of the CSFO’s duties to operate an effective financial management system, the CSFO will be required to:
  1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
  2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.

3. Prepare financial reports monthly and at other times as requested by the Superintendent, the BOE, and other agencies.
4. Prepare reports as required by other agencies.
5. Maintain an adequate system of internal controls including property and inventory accounting.
6. Maintain a sound system of cash management.
7. Maintain a sound accounting system in the individual local schools.
8. Maintain a system of contracting and purchasing procedures.
9. Coordinate the preparation of the annual budget and any amendments as appropriate.
10. Maintain the financial operations of the child nutrition program and other special programs in accordance state and federal requirements.
11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.

- The CSFO advises the BOE, Superintendent, and other staff members on financial questions, the status of funding and expenditures, and reports matters of liabilities.
- The CSFO oversees the preparation of monthly financial statements and the preparation of monthly presentation reports to the BOE concerning the financial status of the school system.
- The CSFO reviews and recommends proposed policies and/or changes to existing policies to the BOE and implements approved policies.
- The CSFO provides leadership and supervision over assigned personnel ensuring employees have a clear understanding of their job responsibilities.
- The CSFO is responsible for developing, maintaining, and improving departmental operating procedures to improve department efficiency and effective use of school resources.

- The CSFO shall also perform other duties as may be assigned by law, by the Superintendent and BOE, and by rules and regulations of the State Board of Education and the local government.

### **Qualifications:**

The CSFO shall have at least three years of experience in a business-related field, meet the requirements for a certified chief school finance officer specified in the Alabama Administrative Code, and meet one or more of the following professional requirements:

- (a) Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting;
- (b) Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution;
- (c) Is a Certified Public Accountant; or
- (d) Hold a baccalaureate degree in a concentration other than a business-related curriculum but has at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
  1. Principles of Accounting I (3 semester hours).
  2. Principles of Accounting II (3 semester hours).
  3. Intermediate Accounting (3 semester hours).
  4. Cost Accounting (3 semester hours).
  5. Governmental Accounting (3 semester hours).
  6. Financial Management (3 semester hours).
  7. General Management (3 semester hours).
  8. Business (or Organizational) Communications (3 semester hours).

*Once hired, the CSFO shall be required to meet the continuing certification requirements of the Alabama State Department of Education.*

### **Physical Requirements**

Requires light work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently. Job involves sitting most of the time.

### **Application Information:**

The applicant is requested to print, sign and submit an application on the approved form (available at <https://www.lawrenceal.org>) with a cover letter, resume, and at least three professional references by e-mail to [Lawrence.CSFO@LanierFord.com](mailto:Lawrence.CSFO@LanierFord.com) (preferred) or by mail to:

**Lawrence County CSFO Search  
c/o Lanier Ford  
2101 West Clinton Ave., Suite 102  
Huntsville, Alabama 35805**

**In addition, a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to: [Lawrence.CSFO@LanierFord.com](mailto:Lawrence.CSFO@LanierFord.com)**

For additional information, please contact Chris Pape at (256) 535-1100 or [cmp@LanierFord.com](mailto:cmp@LanierFord.com)

### **DEADLINE FOR APPLYING:**

**ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF LANIER FORD BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL STANDARD TIME ON FEBRUARY 10, 2023. APPLICANTS ARE STRONGLY URGED TO PERSONALLY VERIFY**

**TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.**

**Posting of Notice:** This notice shall be posted at <https://www.lawrenceal.org> and in a conspicuous place by the Principal of each school, in District work areas/sites and at the Central Office of the Board of Education located at 14131 Market Street, Moulton, Alabama at least fourteen (14) calendar days. The Lawrence County Board of Education is an equal opportunity employer.

**Background Check:** A background investigation may be required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information.

**The Lawrence County Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.**