

District One Schools Spartanburg County
EMPLOYMENT OPPORTUNITY
2019-2020

POSITION: Chief Financial Officer for Spartanburg School District One

QUALIFICATIONS:

1. Bachelor's degree in Business Administration or Accounting or a related discipline with a minimum of three years of experience in Financial Management or School Administration; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
2. Certified Public Accountant, preferred.

JOB RESPONSIBILITIES:

- Plans, develops, and oversees budget process which includes developing overall budget strategy and long-range planning, obtaining broad range of input, prioritizing needs, allocating resources among priorities, communicating with local stakeholders, staff and Board, and developing mechanisms for monitoring and evaluation of financial performance.
- Establishes procedures for effective cost analysis.
- Plans, organizes, directs and controls the daily financial status of the District, and takes action to protect, maintain, and improve procedures and processes where possible.
- Researches and disseminates all changes to regulations concerning labor, social security, taxes, retirement, and worker's compensation.
- Is responsible for District accounting functions, which involves such duties preparing all financial records, reports, ledgers and budgets, participating in internal controls, completing special projects, resolving questioned costs, ensuring compliance with Generally Accepted Accounting Principles, ensuring and maintaining federal, state, and local compliance, etc.
- Seeks new and innovative methods to constantly improve and upgrade accounting processes.
- Directs the preparation of the monthly budget report; compiles and produces revenue section of general fund budget materials; compiles and produces expenditure reports and materials; produces final budget documents; provides information for external audits, etc.
- Arranges and supervises preparation of audit of school district's financial accounts.
- Is responsible for cash management, which involves such duties as providing information to banking firms during bid processes; maintaining daily cash balance; directing custodian of funds; forecasting short-term and long-term cash flow requirements; etc. Monitors District cash flow and maximizes the District's use of resources by implementing cost savings programs, generating investment income and through cost effective borrowing.
- Directs the review and updating of district policies and procedures in the business area as needed.
- Promotes financial transparency including timely postings on District website.

- Oversees the District's financing activities that include planning, structuring and obtaining financing for construction and property and equipment acquisitions.
- Ensures compliance with bond continuing disclosure requirements.
- Acts in an advisory capacity for other departments in matters relating to fiscal procedures and programs.
- Effectively coordinates the operation of the school food service program and directs the efficient business management of the school lunch program. Directs a program of accounting and direct operations of the financial affairs of the school lunch program to ensure profit and compliance.
- Coordinates operations of the purchasing department, ensuring compliance with state and district purchasing and procurement regulations and guidelines.
- Performs other duties as may be assigned by the Superintendent.

CONTRACT: 240 Days

EFFECTIVE: July 1, 2019

APPLICATION DEADLINE: Until Filled

APPLICATION PROCEDURE: Apply via the on-line application link on the Spartanburg School District One website. Attach a cover letter and resume to the application.

Dr. Crystal McSwain
Assistant Superintendent for Curriculum, Instruction, and Human Resources
District One Schools Spartanburg County
P. O. Box 218
Campobello, South Carolina 29322

It shall be the policy of Spartanburg District One Schools to maintain employment practices that are free of discrimination on the basis of race, sex (including pregnancy, childbirth, or related conditions), color, religion, national origin, gender, age (40 or older), genetic information, immigrant status, English speaking status, veteran status, disability, or any other applicable status protected by local, state or federal law. The employment practices of the district shall be in conformity with the Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and all other applicable Civil Rights Laws.