

**George County School District**

APPROVED

MAR 07 2026

G C SCHOOL BOARD



**Job Title: Chief Financial Officer**

**Job Purpose:** To direct, oversee, and effectively lead the financial management and business operations of the school district in accordance with state and federal laws, Board policy, and sound accounting principles. The Chief Financial Officer ensures fiscal integrity, regulatory compliance, strategic financial planning, and efficient operation of all Business Office functions.

**Knowledge, Skills & Abilities:**

- Extensive knowledge of governmental accounting principles and school finance best practices
- Knowledge of applicable federal and state laws governing school finance, budgeting, purchasing, payroll, debt service, and reporting
- Ability to develop, analyze, and manage district-wide budgets
- Strong analytical and problem-solving skills
- Ability to interpret and apply legal and regulatory requirements
- Effective leadership and supervisory skills
- Strong verbal and written communication skills
- Ability to prepare and present financial reports to the Board of Education and other stakeholders
- Ability to establish and maintain effective working relationships
- High level of confidentiality and professional judgment
- Proficiency in financial software and standard office applications

**Minimum Qualifications:**

- Mississippi School Business Administrator License (420)
- Bachelor's degree from an accredited college or university, preferably in Business Administration, Accounting, or related field
- Master's degree preferred
- Successful supervisory experience preferred

**Reports To: Superintendent**

**Supervises: Business Office Employees/Child Nutrition Coordinator**

**Duties & Responsibilities:**

**Financial Leadership & Budget Management**

- Prepare, analyze, amend, and maintain the district's annual budget.
- Assist the Superintendent in establishing and maintaining salary schedules.
- Prepare salary worksheets and salary budgets for all district employees.
- Determine the existence of excess funds and develop appropriate investment plans.
- Organize and manage district debt service.
- Develop funding plans for capital projects.
- Establish new account codes as needed to receive or expend funds.

## **Accounting, Payroll & Purchasing Oversight**

- Supervise all payroll operations and employee check disbursements.
- Supervise employee insurance programs, retirement records, and reporting.
- Supervise purchasing activities, ensuring legal compliance and adherence to budget limitations.
- Supervise payment of all district obligations, including verification of receipt of goods and compliance with purchasing procedures.
- Maintain general fixed asset account groups.
- Supervise account reconciliation and other financial control procedures.
- Review bank reconciliations for inconsistencies and accuracy.
- Prepare adjusting journal entries as needed.
- Monthly transfer funds to clearing accounts for payment of bills and payrolls.
- Establish depositories for school funds as required by state law.
- Plan and organize cost center accounting systems for each cost center.
- Implement software programs to support accounting and departmental procedures.

## **Compliance, Reporting & Audit**

- File all financial reports, budgets, and required documents with appropriate authorities.
- Prepare required advertisements for budgets and tax increases.
- Prepare and submit budget reports and financial information to the State Department of Education.
- Prepare documents and records required for the annual audit.
- Assist auditors with required documentation and responses.
- Ensure compliance with local, state, and federal requirements.
- Prepare and submit reports, including Compensated Absences Report and other required financial reports.
- Obtain required professional continuing education hours to maintain certification.

## **Operational Oversight & Administration**

- Establish and maintain procedures for receipt of funds, including gate receipts and related activities.
- Implement new state-mandated procedures and requirements.
- Approve monthly requests for funds for reimbursable federal programs.
- Verify funding and approve professional leave requests.
- Maintain and store financial records in accordance with state requirements.
- Keep records of National Board Certified Teachers and submit required documentation to MDE for funding.
- Responsible for hotel reservations and district travel oversight.
- Inform the Superintendent of any items affecting the financial condition of the district.
- Represent the district in meetings and professional associations as necessary

## **Advisory & Communication Responsibilities**

- Provide financial and budgetary data to principals and department heads in a timely manner.
- Participate in the development of financial and budgetary policies.
- Prepare reports and presentations for the Board of Education and other audiences.
- Advise supervisors regarding legal compliance involving financial transactions

### Supervisory Responsibilities

- Supervise classified personnel within the Business Office.
- The Child Nutrition Coordinator reports directly to the Chief Financial Officer and is accountable for all fiscal operations, budgeting, procurement compliance, regulatory reporting, operational matters, and leave approval within the Child Nutrition Program.
- Assign tasks and responsibilities within the department.
- Oversee employee leave accounts and payroll-related reporting.

### General Expectations

- Demonstrates prompt and regular attendance.
- Supports the district's Core Beliefs and Mission.
- Performs other job-related tasks as assigned by the Superintendent.

**Terms of Employment:** 240 Days / Contract

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date