POSITION: Treasurer/Chief School Business Official

JOB DESCRIPTION: To serve as treasurer and administer the financial affairs of the school system; to serve as custodian of all financial assets; to be responsible for the preparation of the annual budgets; to prepare monthly and annual financial statements for all funds maintained by the school system; to invest all available funds for either short or long term periods in interest-bearing accounts and to determine the amounts of such investments at the best return available; oversee payrolls and related services functions; oversee accounts payable; to audit the accounts of the individual schools and ensure the resolution of any findings noted.

TERMS OF EMPLOYMENT: Effective for the current school year; based on a 240 day contract

DATE OF POSTING: December 20, 2016 - January 6, 2017

QUALIFICATIONS: 1. Bachelor’s Degree in Accounting (with a CPA certificate preferred) 2. Three years of Administrative or related work experience. (Experience as a chief school business official preferred) 3. A broad knowledge of school system’s operations 4. Demonstrated ability to communicate effectively 5. Knowledge of generally accepted accounting principles for governmental entities

RESPONSIBILITIES: The Treasurer/Chief School Business Official

1. Controls the treasury function - investments, etc. - as allowed by law and Board policy.
2. Oversees and directs the operation of finance for the school system within the realms of accounting, budget, and treasury.
3. Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from program administrators and compiles them for recommendation to the superintendent.
4. Maintains & monitors budgetary controls to ensure that expenditures are made in accordance with the approved budget.
5. Monitors all budget categories and provides fiscal information as required.
6. Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis. Acts as administrative fiscal officer for the school system.
7. Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers.
8. Provides for maximum investment of funds.

9. Prepares monthly financial statements of all funds maintained by the school system and presents copies of the reports to the Board, the superintendent, the State Board of Education, and other interested parties.

10. Prepares annual financial statements in accordance with generally accepted accounting principles, publishes the statements, and submits copies to the Board, the superintendent, and the State Board, and other interested parties.

11. Responsible for the capital assets inventory system.

12. Provides for a uniform system of financial accounting for the individual schools.

13. Responsible for providing periodic training on the financial reporting requirements of the individual schools; ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner.

14. Works closely with all departments to develop all revenue sources fully to maximize resources for the school system.

15. Submits all required reports to the State Board of Education in an accurate and timely manner.

16. Maintains those ethical business processes required for the efficient financial operation of the school system.

17. Participates in administrative decision making as a member of the superintendent's management team.

18. Follows the established personnel evaluation procedures for staff members.

19. Perform other duties as assigned by the Superintendent and/or his designee.

20. Maintain professional work habits and maintain and upgrade professional skills.

COMPENSATION: State basic plus increments for experience and education

Apply in writing to Mr. Joe Paxton, Superintendent, Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Friday, January 6, 2017. If mailing or faxing bid, please contact the office to confirm receipt of bid.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, color, national origin, gender, age, disability and retaliation.