Elizabeth City-Pasquotank Public Schools
Elizabeth City, North Carolina

VACANCY ANNOUNCEMENT

POSITION AVAILABLE
Chief Financial Officer
(Full-time, Permanent, 12-Month Position)

ANNOUNCEMENT CLOSING – AVAILABILITY
DATE POSTED: April 13, 2016 – DATE AVAILABLE: June 27, 2016
THIS ANNOUNCEMENT WILL BE POSTED FOR AT LEAST FIVE BUSINESS DAYS

MINIMUM TRAINING AND EXPERIENCE
- At least two years supervisory experience over financial operations of similar scope required
- Candidate must be able to be bonded as a finance officer
- At least a Bachelor’s in Business Administration or Accounting required
- Master of Public Administration, Master of Public Affairs, or CPA preferred
- Graduation from the NCASBO School Business Director Academy preferred
- Educational coursework must be sufficient to obtain certification as a North Carolina School Finance Officer from the Department of Public Instruction

SALARY INFORMATION
Commensurate with experience
(Plus Local Supplement)

APPLICATION PROCESS
Please visit our website at www.ecpps.k12.nc.us to complete the on-line application and necessary forms to apply for employment with ECPPS. If you are unable to apply on-line, please contact us for assistance.

CONTACT US
Human Resources
Elizabeth City-Pasquotank Public Schools
1200 S. Halstead Blvd./PO Box 2247
Elizabeth City, NC  27906-2247
Phone: (252)335-2981    Fax: (252)335-0974
www.ecpps.k12.nc.us

EOE - The Elizabeth City-Pasquotank Public School District does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship status, age, or disability in any of its educational programs or activities.

ALL ADVERTISED POSITIONS ARE AVAILABLE CONTINGENT UPON FUNDING
Job Title: Chief Financial Officer
Reports To: Superintendent
Terms of Employment: 12 months/At Will/FSLA Exempt
Salary Range: Commensurate with Experience. This position earns a local supplement.
Start Date: June 27, 2016

GENERAL STATEMENT OF JOB: To oversee, coordinate and direct the financial operations of the Elizabeth City-Pasquotank Public Schools in a manner that complies with all applicable laws and regulations and that represents a high degree of efficiency, effectiveness, and transparency; also to serve as a resource to the leadership team and other stakeholders when decisions have a financial impact.

MINIMUM TRAINING AND EXPERIENCE:
- At least two years supervisory experience over financial operations of similar scope required
- Candidate must be able to be bonded as a finance officer
- At least a Bachelor’s in Business Administration or Accounting required
- Master of Public Administration, Master of Public Affairs, or CPA preferred
- Graduation from the NCASBO School Business Director Academy preferred
- Educational coursework must be sufficient to obtain certification as a North Carolina School Finance Officer from the Department of Public Instruction

GENERAL STATEMENT OF JOB:
- Serve as the schools finance officer of record for Elizabeth City-Pasquotank Public Schools.
- Manage the school district’s financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, internal audit, fixed assets, and treasury functions.
- Establish procedures sufficient to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices.
- Advise the Board, Superintendent, Principals, Department Heads, and others who manage grants or other funds about how to maximize use of the resources available to them.
- Make projections of financial impacts of decisions, both locally and at the State and National levels, on the operations of Elizabeth City-Pasquotank Public Schools.
- Engage in multi-year financial planning for the operating budget and assists in preparation of multi-year facilities plans.
- Responsible for submission of financial reports required by external entities and for other reports identified by the State as being the responsibility of the school finance officer.

SPECIFIC DUTIES AND RESPONSIBILITIES:
- Under the Superintendent’s direction and with the assistance of subordinate staff, prepare annual budgets for all funds operated by Elizabeth City-Pasquotank Public Schools; furthermore to monitor activity in those funds throughout the fiscal year in order to assure compliance with the School Budget and Fiscal Control Act and in accordance with guidance issued by the Local Government Commission and the Department of Public Instruction.
- Adhere to the Chart of Accounts mandated for school district use by the Local Government Commission and the Department of Public Instruction.
- Establish and maintain an accounting system adequate to record transactions in accordance with the requirements of GAAP, the North Carolina Local Government Commission, the North Carolina State Board of Education, the North Carolina Uniform Education Reporting System (UERS) and other relevant State and federal agencies.
• Establish and maintain a payroll system that satisfies federal laws and regulations such as the Fair Labor Standards Act and the Internal Revenue Service Code, as well as produces the detailed salary and absence data required by the North Carolina Department of Public Instruction.
• Select and maintain financial software for both centralized operations and individual schools sufficient to process transactions in accordance with applicable requirements.
• Select and maintain user-friendly financial reporting software for budget managers within the organization so that they may monitor the status of their accounts in real time, obviating the need for monthly financial reports.
• Establish and maintain a purchasing system that not only satisfies the requirements for procurement of goods and services contained in North Carolina general statutes, but that also implements the practices recommended by the UNC-Chapel Hill School of Government and the Carolinas Association of Governmental Purchasing.
• Establish and maintain a system of controls over cash receipts, deposits, disbursements, and investments in accordance with requirements of the Office of the State Treasurer, the Office of the State Controller, and the North Carolina Department of Public Instruction and in accordance with standard business practices.
• Perform the pre-audit function on all disbursements as required by G.S. 115C-441.
• Serve as the signatory on all checks and purchase orders issued by Elizabeth City-Pasquotank Public Schools.
• Establish a system of internal controls for financial operations sufficient to provide reasonable, but not absolute, assurance that accounts are properly stated.
• Establish procedures to assure timely reconciliation of bank accounts.
• Establish and maintain an internal audit program for the funds of the individual schools.
• Arranges for annual independent financial and compliance audits of all accounts.
• At the conclusion of the annual audit, prepares a comprehensive annual financial report (CAFR) that complies with the requirements of the Association of School Business Officials International (ASBO) and the Government Finance Officers Association (GFOA).
• Performs other related duties as assigned by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.