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Posted until filled

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537
NOTICE OF VACANCY

Posting Date: April 11, 2011
Title: Treasurer / Chief School Business Official
Employment term: Immediate Vacancy 240 day position
Reports to: Superintendent of Schools

Closing Date: Until filled
Location: County Office
Budget Source: County funds

QUALIFICATIONS:

1. Minimum Bachelor's Degree in accounting and/or Business required,
2. Master's Degree preferred
3. CPA preferred
4. Experience as a chief school business official preferred
5. A broad knowledge of the school system's operations.
6. Demonstrated ability to communicate effectively.
7. Knowledge and experience in school finance.
8. Knowledge of generally accepted accounting principles for government entities.
9. Must meet requirements for School Business Official Authorization.

RESPONSIBILITIES: Director of Budget, Finance and Accounting, Treasurer of Funds

SUPPORT RELATIONSHIPS:

Works cooperatively with leaders of other administrative divisions, with school personnel and with community representatives to implement good business practices for attaining the goals of the school system in relation to fiscal integrity and accountability.

JOB GOALS:

To administer the financial affairs for the school system; to provide budget and financial reporting; to serve as custodian for all funds, including current expense, bond construction, debt service and permanent improvement; 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, to be responsible for payrolls and related functions; to audit the accounts of individual schools; to follow up on findings of improper handling of school funds; to serve as treasurer of the school system.

PERFORMANCE RESPONSIBILITIES:

Develop and manage the county budget and oversee the budget development process for the school system. Improve continually the financial reporting and budgeting formats in order to make them more understandable to the public.

Oversee and direct the operation of finance in the system within the realms of accounting, budget and treasury.

Develop and implement school system conversion to a planning, programming, budgeting system from a traditional subject-item budget.

Monitor all budget categories and provide fiscal information as required.

Control the treasury function - investments, etc. - as allowed by law and Board policy.

Monitor the allocation of fiscal resources to system programs, related.

Act as administrative fiscal officer for the school system.

Receive requests to adjust budget accounts and recommend to the Superintendent approval for budget transfers.

Receive and review all supplemental budget projects and recommend to the Superintendent approval for budget supplements.

Provide for maximum investment of funds.

Review all audits performed on individual school accounts, work with specific principles to correct

findings, recommend follow-up action to the Superintendent.
Work closely with all departments to develop all revenue sources fully to maximize potentials of budget revenues.
Receive annual budget requests from the assistant and associate superintendents and compile them for recommendation to the superintendent.
Provide for a uniform accounting system for individual schools.
Prepare monthly and annual financial statements. Prepare all required financial and budgeting reports required by the State Board of Education.
Maintain those ethical business processes required for the efficient financial operation of the school system.
Participate in administrative decision making as a member of the superintendent's management team.
Follow the established personnel evaluation procedures for staff members.
Utilize self-appraisal for the improvement of administrative skills.
Demonstrate unbiased attitudes in fulfilling administrative responsibilities.
Serve on various standing and ad hoc committees.
Perform such other tasks and assume such other responsibilities as the superintendent may assign.
In summary (per WV State Board Policy 5310) the following administrator's responsibilities are part of this job description:

- WVSB 17.1 providing purpose and direction for schools/county,
- WVSB 17.2 demonstrating cognitive skills to gather, analyze and synthesize information to reach goals
- WVSB 17.3 managing consensus and group behaviors,
- WVSB 17.4 enhancing quality to total school/county organization,
- WVSB 17.5 organizing and delegating to accomplish goals and,
- WVSB 17.6 communicating effectively.

Application Procedure: Submit letter expressing interest, a bid sheet and a copy of credentials by the closing date to:

Personnel Office
Preston County Schools
731 Preston Drive
Kingwood, West Virginia 26537

Equal Employment Opportunity:

As required by law and regulations, the Preston County Board of Education and the County Offices do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537. Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights