

# Greeneville City Schools

SMALL TOWN... WORLD CLASS

**Issue Date: Monday, March 15, 2010**

**Advertised No.: 0310-02**

**Advertisement Period: Monday, March 15, 2010 - Friday, May 07, 2010**

**Application Deadline: 12:00:00 PM, Friday, May 07, 2010**

## VACANT POSITION

### TITLE

**Chief Financial Officer - APPLICATION DEADLINE EXTENDED  
Central Office  
12 Month Position**

**This is a Classified Administration Position**

### GENERAL INFORMATION

The Greeneville City School System is currently accepting applications for Chief Financial Officer. The Chief Financial Officer is responsible for all matters related to financial accounting and budget management in the school system.

### DUTIES

[Click here for a more detailed job description and list of duties.](#)

### QUALIFICATIONS

Applicants must possess the minimum of a B.S. Degree, should have experience in administration and supervision, should have experience in governmental fund accounting, budgetary, payroll and purchasing functions, be proficient in accounting software, have knowledge of risk and property management and must meet necessary health and physical qualifications and have satisfactory background checks as required by the Tennessee State Department of Education and State law.

### SALARY RANGE

**Commensurate with Degree & Experience**

### PROCEDURE FOR APPLYING

Interested applicants should apply on-line at [www.gcschools.net](http://www.gcschools.net). The link to the on-line application is located in the Human Resources section of the website. If additional assistance is needed, please contact Greeneville City Schools by e-mail to [humanresources@gcschools.net](mailto:humanresources@gcschools.net) or by calling 423-787-8008.

The Greeneville City School System is an Affirmative Action, Equal Employment Opportunity Institution

# **GREENEVILLE CITY SCHOOLS**

## **Job Posting**

### **Chief Financial Officer**

The Greeneville City School System is seeking an exceptional individual for the position which supervises all financial operations of the school system, including development and maintenance of annual budget and long-range financial projections. The Chief Financial Officer administers the business functions of the district in a manner that provides the best possible educational opportunity for the funds available through comprehensive and complete financial management and reporting. This position serves as a member of the Central Administration Team with a central role in school district planning and analysis of current programs, support systems and expenditures.

The Greeneville City School System serves the students of the Towne of Greeneville, Tennessee. In addition, approximately 670 tuition students from the surrounding area attend the system's schools. The total student population is approximately 2670. Greeneville is located in the foothills of the Appalachian Mountains in Northeast Tennessee, approximately 70 miles east of Knoxville and 40 miles south of Johnson City. It is also only 45 miles from Asheville, North Carolina.

The Greeneville City School System has been long-recognized as one of the state's highest performing and elite systems. It is known for its professional collaborative culture and high expectations of both students and staff. High student achievement, highly competent staff, and a supportive Board of Education combine to make an outstanding work environment.

Job responsibilities include, but are not limited to, the following:

- 1) Complete and/or coordinate all fiscal reporting activities for the district including, but not limited to, the following: regular Board of Education revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of district and contract/grant budgets.
- 2) Prepare and present the proposed Annual Budget for consideration of the Director of Schools.
- 3) Monitor system budget on a regular basis to maintain awareness of fluctuations and propose amendments as necessary to stay within funding constraints.
- 4) Assure that all required financial reports to Board, state and federal agencies are submitted promptly.
- 5) Assure compliance with all IRS regulated plans such as 403(b) and Section 125.

- 6) Lead the long-range financial planning of the school system taking into consideration current and future needs and obligations.
- 7) Ensure compliance with the Tennessee Internal School Accounting Manual and other state and federal accounting guidelines by working closely with school system auditor.
- 8) Manage the cash balance of the district so as to legally provide the best possible interest income during the fiscal year.
- 9) Assure that all nonresident students attending Greeneville City Schools are properly and promptly identified, tuition contracts are approved and tuition revenue is collected.
- 10) Assure that the district receives all funds to which it is entitled from local, state and federal governments.
- 11) Assure that the payroll process is implemented in an efficient and timely manner and that all payroll information is appropriately reported and recorded.
- 12) Assure that all bidding procedures for district facility projects, equipment and supplies are conducted in accordance with state laws and district policies providing fair and impartial consideration to all parties.
- 13) Coordinate the purchasing activities to ensure timely delivery of necessary products to schools.
- 14) Supervise the collection, safekeeping and distribution of all funds by maintaining segregation of duties and internal controls.
- 15) Assist principals in all budgeting, accounting, and financial management matters as well as provide direction to school secretaries/bookkeepers.
- 16) Coordinate the use and rental of buildings, grounds, and facilities.
- 17) Supervise the maintenance and inventory of system fixed assets.
- 18) Act as advisor to the Director of Schools on all questions relating to the business and financial affairs of the district.

Knowledge and skills required include, but are not limited to, the following:

- 1) Knowledge of governmental accounting principles;
- 2) Knowledge of fund accounting;
- 3) Knowledge of investment procedures;
- 4) Knowledge of property, sales, and other categories of local taxes collection and how they are included in school system budgets;
- 5) Exemplary written and oral presentation skills necessary for both small and large group settings and a variety of audiences;
- 6) Ability to lead and facilitate teamwork, as well as add value to the team as a member;
- 7) Interpersonal skills to work with a wide variety of employees;

- 8) Familiarity with Governmental Accountability Standards Board (GASB) reporting requirements;
- 9) Ability to articulate beliefs and act accordingly in a consistent manner; and
- 10) Technology skills, including competence in all Microsoft Office programs.

Applicants are to understand that the position requires an individual who possesses an excellent work ethic. A commitment to completing job responsibilities regardless of the time and effort required is a must for success.

A close working relationship with the Chief Human Resources Officer and Director of Schools is essential. Thus, the personal characteristics of trustworthiness, judgment, loyalty, and organization are of the utmost importance.

Application/interview process is planned to include the following:

- 1) Applications must be submitted through the Greeneville City School System's online Career Portal system.
- 2) All applications will be screened for completeness and qualifications.
- 3) Applicants selected for interviews will be notified.
- 4) Interviewees will be required to complete an assignment prior to being interviewed.
- 5) Interviewees will be required to complete a self-assessment and personality profile.
- 6) Interviews will be conducted by a team beginning in mid-April.
- 7) Follow-up interviews will be conducted as appropriate.
- 8) The best individual will be selected for the job.
- 9) Final interview will be conducted by director of schools.
- 10) An offer of employment will be made.