



Chief of Financial Services

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Chief of Financial Services to serve the district and its schools. Under general supervision, performs advanced administrative and fiscal management duties involving responsibility for the operation, disbursement, and monitoring of the finances of the school district. This position is Columbia based and will report to the Deputy Superintendent of Financial Services.

Responsibilities

- Manage and coordinate all purchasing, accounting, disbursement, and auditing areas of the Public Charter School District.
- Ensure compliance with all applicable policies, procedures, laws, and regulations.
- Review all District budget submissions for grants.
- Provide training and technical assistance to the charter schools authorized by the district.
- Create and maintain general ledger accounts as per the Uniform Chart of Accounts.
- Ensure proper reporting of financial information, review all financial documents for accuracy and proper classification.
- Perform various accounting calculations and report findings for report preparation and decision-making purposes.
- Reconcile revenue with the SC Department of Education, US Department of Education and Grant Providers.
- Monitor pupil reporting information during the data collection periods.
- Monitor monthly state funding calculations and allocations.
- Assist with preparation of the Annual Financial Report and provide the external auditors with all accounting requests.
- Attend training, seminars, and conferences as required to maintain and enhance job knowledge and skills; stay current with applicable laws, policies, and programs, and develop appropriate procedures to meet their requirements.
- Maintain fixed asset records: including depreciation, for the district audit report.
- Assist with providing technical assistance and support to District personnel in completing expense reports and travel reimbursements.
- Review and supervise the work of colleagues on the financial services team.
- Act as the backup to the Deputy Superintendent of Financial Services.
- All other duties assigned by the Deputy Superintendent.

Required Qualifications

- Bachelor's degree in accounting, auditing, finance, business administration or related field is required.
- Experience working directly with or within public school systems is preferred.
- SmartFusion accounting system experience is preferred.
- At least five years' experience as a professional accountant in a supervisory capacity.

Preferred Skills and Knowledge

- Ability to read, analyze and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or government regulations.
- Ability to write reports and procedure manuals.
- Ability to communicate and respond effectively to the most sensitive inquiries or complaints, including customers, regulatory agencies, subordinates, and management.
- Demonstrate knowledge and skills in the use of accounting software, computers, data processing and spreadsheets.
- Ability to apply and/or calculate mathematical concepts such as fractions, percentages, ratios, graphs, and basic algebra.
- Ability to define and/or solve problems involving financial, technical and personnel issues.
- Ability to interpret technical instructions in mathematical form.
- Proficient knowledge of financial software, ability to produce a variety of financial reports and have the ability to navigate the district's technology programs.
- Ability to ensure that scheduled deadlines and due dates are met in a timely manner.
- Ability to work quickly and accurately while handling multiple tasks.
- Strive to anticipate work to be accomplished and initiate proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Interested candidates should submit a cover letter and resume to Jackie Snell, Director of Human Resources, jsnell@sccharter.org.