

**SCHOOL FINANCE OFFICER**

**SELECTION AND EVALUATION**

The Superintendent will select and the Board will approve a School Finance Officer. The Finance Officer will serve at the pleasure of the Superintendent. The Superintendent will evaluate the Finance Officer to help ensure that all duties as required by law, Board policy or the Superintendent are met.

**DUTIES**

The Finance Officer provides critical services for the effective planning and use of fiscal resources. The Finance Officer will be responsible to the Superintendent for:

- keeping the accounts of the school district in accordance with generally accepted principles of governmental accounting, Board policy, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission;
- giving the pre-audit certificate required by G.S. 115C-441 and establishing procedures to assure compliance;
- signing and issuing all checks, drafts, and state warrants by the school district;
- investing the cash balance of any funds;
- receiving and depositing all moneys accruing to the school district;
- preparing and filing a statement of the financial condition of the school district as often as requested by the Superintendent;
- preparing and filing a statement of the financial condition of the school district when requested by the Board of Education or the Board of County Commissioners, but only if such requests are in writing and copied to the Superintendent;
- performing such other duties as may be assigned by law, by the Superintendent, or by rules and regulations of the State Board of Education and the Local Government Commission;
- submitting reports to the Secretary of the Local Government Commission as required by law;
- reviewing school improvement plans which provide for the transfer of funds between funding allotments or lease-purchase contracts;
- evaluating all continuing contracts, including the principal and interest to be paid and making recommendations to the Superintendent and reports to the Superintendent and Board as provided in Board policy 6425, Continuing Contracts;

- assisting the Superintendent in the development of the budget;
- prescribing the form and detail of records maintained by the school treasurers;
- making salary deductions as provided in Board policy 7620, Payroll Deductions;
- maintaining custody of any facsimile signature devices as provided in Board policy 8330, Facsimile Signatures;
- maintaining custody of insurance policies and programs as provided in Board policy 8340, Insurance.

### **FIDELITY BOND**

The Finance Officer will carry a true accounting and faithful performance bond as provided in Board policy 8530, Fidelity Bonds.

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Legal Reference: G.S. 115C-105.25,  
-435, -436, -441, -445, -446, -452, -528  
Cross References: Continuing Contracts  
(policy 6425), Payroll Deductions (policy  
7620), Budget Resolution (policy 8110),  
Facsimile Signatures (policy 8330),  
Insurance (policy 8340), Fidelity Bonds  
(policy 8530)

Adopted: March 2, 1998