

Mr. Brent Lowe
Superintendent



BUTTS COUNTY SCHOOLS
181 North Mulberry Street
Jackson, Georgia 30233

www.bcask12.org

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Vacancy Announcement

Butts County School System

Director of Finance

Start Date: Negotiable

Application Deadline- Until Filled

To apply: Submit an online application by visiting www.bcask12.org

Preferred Qualifications:

- Experience in accounting/budgeting.
- Experience with School Finance

Position Summary:

Reports directly to the Superintendent; has oversight responsibilities for Butts County School System's (BCSS) overall financial plans, integrity of financial records, and policies along with its accounting practices and the conduct of its relationships with state agencies and the financial community; coordinates the budgeting, auditing, payroll, purchasing, financial accounting, and accounts payable operations for BCSS; develops and coordinates necessary and appropriate accounting and related statistical data for all departments of BCSS.

Essentials Duties and Responsibilities

- Provides professional financial leadership, as required, to the Superintendent and BCSS constituents (e.g., Board, community, department staff, etc.)
- Reviews and/or approves various reports, documents, purchase orders and activities directly related to the financial operations of the school system (e.g., payroll, retirement accounts, school audits, etc.)
- Counsels with Finance staff, and other BCSS employees, and the general public on matters related to the financial operations of the school system
- Assists Superintendent with the development of strategic and business plans related to present and future financial needs of the school system to insure fiscal viability and stability
- Plans and directs work assigned to staff in the Finance department; provides leadership relative to strategic planning and system-wide initiatives
- Directs and coordinates the establishment of BCSS budget programs
- Approves BCSS financial reports and issues periodic financial and operating reports
- Directs, consolidates and analyzes all fund accounting procedures together with statistical and routine reports
- Directs and analyzes studies of general economic, business and financial conditions and their impact on BCSS policies and operations
- Supervises classified staff in finance department.

