

Descriptor Term:  
SCHOOL FINANCE OFFICER

Descriptor Code:  
8.5100

Legal References: G.S. 115C-105.25, -435, -436, -441, -445, -446, -448, -452, -528

Cross References: 6.4250 Continuing Contracts, 7.6200 Payroll Deductions, 8.1100 Budget Resolution, 8.3300 Facsimile Signatures, 8.3400 Insurance, 8.5300 Fidelity Bonds

#### A. SELECTION AND EVALUATION

The superintendent shall select and the board shall approve a school finance officer. The finance officer shall serve at the pleasure of the superintendent. The superintendent shall evaluate the finance officer to help ensure that all duties as required by law, board policy and the superintendent are met.

#### B. DUTIES

The school finance officer provides critical services for the effective planning and use of fiscal resources. The school finance officer shall be responsible to the superintendent for the following:

1. 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;
2. giving the preaudit certificate required by G.S. 115C-441 and establishing procedures to assure compliance;
3. signing and issuing checks, drafts, and state warrants by the school system;
4. investing the cash balance of any funds, subject to board policy 8.1100, Budget Resolution;
5. receiving and depositing all moneys accruing to the school system;
6. preparing and filing a statement of the financial condition of the school system as often as requested by the superintendent;
7. preparing and filing a statement of the financial condition of the school system when requested by the board of education or the board of county commissioners, but only if such requests are in writing and copies to the superintendent;
8. 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;
9. submitting reports to the Secretary of the Local Government Commission as required by law;
10. receiving and accounting for all clear proceeds of fines, penalties and forfeitures and notifying the superintendent and board of such funds;

11. reviewing school improvement plans which provide for the transfer of funds between funding allotments or lease purchase contracts;
12. 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;
13. assisting the superintendent in the development of the budget;
14. prescribing the form and detail of records maintained by the school treasurer;
15. making salary deductions as provided in board policy;
16. maintaining custody of facsimile signatures device as provided in policy 8.3300, Facsimile Signatures;
17. maintaining custody of insurance policy and programs as provided in policy 8.3400, Insurance.

C. FIDELITY BOND

The finance officer shall carry a true accounting and faithful performance bond as provided in board policy 8.5300, Fidelity Bonds.