



**The Jefferson County Board of Education is actively seeking a Chief School Financial Officer & Executive Director of Finance for the school system. The application process will remain open through December 6, 2021, unless the vacancy is filled before that time, or the application closing date is otherwise extended.**

**Interested applicants are encouraged to apply as soon as possible.**

**JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER & EXECUTIVE DIRECTOR OF FINANCE**

**JOB DESCRIPTION & MINIMUM QUALIFICATIONS:** See attached job description.<sup>1</sup>

**SALARY RANGE:** \$150,000 to \$180,000—the salary is negotiable based on the successful candidate’s experience and proven track record of success.

**APPLICATION PROCESS:** To be considered for this position, applicants must submit the following to Ms. Barbara Littles ([blittles@jefcoed.com](mailto:blittles@jefcoed.com)):

- A letter of interest;
- A current resume; and
- A list of at least three professional references, including a recent employer or supervisor (do not list a relative). Please include their name, position, and phone/e-mail.

Applicants are encouraged to call 205-379-2225 or email [blittles@jefcoed.com](mailto:blittles@jefcoed.com) to confirm receipt of submitted materials.

The Board may require applicants to complete a formal job application and/or provide additional documentation to verify that the applicant meets the qualifications for the position at a later date.

*The Jefferson County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in programs, activities, or employment.*

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<sup>1</sup> The attached job description is intended to describe the general nature and level of the work performed by the CSFO/Executive Director of Finance. It is not intended to be an exhaustive list of all job goals, responsibilities, and essential functions, and the CSFO/Executive Director of Finance may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.