DIRECTOR OF BUDGET AND FINANCE

October 19, 2020

MARSHALL COUNTY SCHOOLS
JACOB SORRELLS, DIRECTOR OF SCHOOLS
700 JONES CIRCLE
LEWISBURG, TENNESSEE 37091
(931)359-1581

Position: **Director of Budget and Finance – Full Time**

Description: **Applicant will provide sound fiscal management in the operation of all Board of Education financial matters, including the development and management of the the school budget, management of receipts and payments, establishing and managing accounting systems, allocating funds to programs and schools and working with other administrative departments.**

Duties: **Essential duties include, but are not limited to the following: Work with principals, supervisors, director and budget committee. Prepare general purpose budget. Complete liability, property and auto insurance claims. Maintain fixed assets system. Supervise accounts payable, payroll, federal projects accounting and purchasing. Perform month and year end closings for General Purpose (Fund 141). Provide information for auditors including audit by State Division of County Audit. Must be able to work well with others. Other duties as assigned by the Director.**

Qualifications: **B.S. Degree in Accounting or Finance and any other qualifications as determined by the Director of Schools**

Job Location: **Marshall County Board of Education Central Office**

Deadline: **November 2, 2020**

MARSHALL COUNTY SCHOOL SYSTEM

For access to our online application, click here. Job description is available at the Marshall County Board of Education.

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It is the policy of the Marshall County Board of Education not to discriminate on the basis of race, sex, color, religion, age, handicap, or national origin in any of its educational programs, activities, or employment policies. Marshall County is an equal opportunity provider and employer.