

## **JOB DESCRIPTION**

### **TITLE**

Director of Finance and Federal Programs

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

The Director of Finance provides leadership for budget, finance, purchasing and business affairs for the school division. This position collaborates with all departments and schools, working with the Superintendent, the School Board and County Administration offices to ensure that the financial status of the school division remains compliant with all state and federal regulations. This position plans, develops and oversees the administration of all federal grant programs to support student achievement and learning needs. The Director will support the prudent and effective oversight of all school division finances, payrolls and accounts.

### **MINIMUM QUALIFICATIONS**

- Minimum of a Bachelor's Degree in Finance, Accounting or Business.
- Master's Degree in Finance, business management or accounting highly desirable • CPA Preferred
- Demonstrate knowledge of budget, finance, and accounting in previous positions with experience in public sector finance. Experience in K-12/school division finance preferred
- Familiarity with and knowledge of computer office, accounting and finance software
- Ability to plan and supervise the work of others
- Excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public.

### **PERFORMANCE RESPONSIBILITIES**

- Plans, prepares, directs and coordinates the School Division's annual budget including forecasting and review of revenue and expense accounts, as well as long and short-range objectives of the business affairs and finances of the district.
- Serves as the liaison between the School Board and the Charles City County Central Accounting Office to plan, direct and coordinate general accounting activities for the school division.
- Prepares the Annual School Report and other required and necessary federal, state and local financial reports.
- Reports to the Superintendent on the financial affairs of the school division and recommends course adjustments, changes and improvements to the budget and expenditure process as necessary.
- Maintains a continuous auditing program for all funds and assists the school division and county independent auditors in conducting annual and periodic audits.
- Ensures that all accounting systems comply with applicable laws and regulations.
- Plans, directs and coordinates the VRS, insurance benefits and property and casualty programs for all employees and oversees risk management, including property, casualty and liability insurance programs for the school division.
- Manages the accounts payable and payroll functions for the School Board, Superintendent and key staff.
- Evaluates procedures, systems, software and controls in all school division department and schools and recommends improvements in their design, implementation and maintenance to optimize efficiency and cost savings.
- Reviews and prepares all annual and supplemental contracts for employees.
- Recommends and conducts fiscal management and record keeping training.
- Understands the importance of confidentiality and maintains strict adherence to school division expectations in this area.
- Reviews current purchasing processes, recommends updates for efficiency and improvement and manages the posting process for all disbursements of school division funds.
- Reviews the individual school instructional and activity accounts reports on a monthly basis

- Assist in the development and monitoring of department budgets, grants, RFP's and subcontracts/service contracts.
- Works with Department Directors and division leaders to develop the financial components of RFP's and service contracts or MOUs and monitor contract compliance.
- Works with Department Directors and division leaders to write grant proposals, develop grant applications, and prepare and submit grant reimbursement requests.
- Serves as liaison with appropriate personnel in the Virginia Department of Education and local school divisions.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The duties of this position are complex and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Must have ability to sit for extended periods of time in an office environment, see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

## **TERMS OF EMPLOYMENT**

12 Months/240 days. Salary according to School Board Pay Plan.

## **EVALUATION**

The Director of Finance and Federal Programs performs duties under the supervision of the Superintendent.

## **APPROVED BY SUPERINTENDENT**

01/19/2016 (Updated 7/15/19)

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board ("School Board") is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***