

Stafford County Public Schools

Job Description



| | |
|------------------------------|-------------------------------------------------|
| <u>Job Title:</u> | Executive Director of Finance and Budget |
| <u>Department:</u> | Financial Services |
| <u>Pay Grade:</u> | Administrative and Professional Scale Grade A03 |
| <u>Work Calendar:</u> | All 12 Month Staff |
| <u>FLSA Status:</u> | Exempt |

GENERAL PURPOSE

Under the supervision of the Deputy Superintendent and Chief Operating Officer, the Executive Director of Finance and Budget will ensure sound management of the accounting and budget functions of Stafford County Public Schools (“SCPS”). The Executive Director oversees the development, management, and coordination of the SCPS budget and fiscal policy, supervises the effective and timely preparation and production of financial information and communications, and provides day-to-day support and guidance related to operations within the Department of Financial Services. By aligning resources with SCPS goals and priorities through budget development and management, the Executive Director.

The successful candidate will establish strong long-term strategies that inform decision making, balanced with comfort working flexibly and nimbly to address unexpected needs, and will demonstrate a strong customer-service orientation to support the needs of schools and students.

MAIN JOB TASKS AND RESPONSIBILITIES

Oversees budget preparation and management in alignment with SCPS goals

- Initiates, develops, and enforces procedures for budget preparation, management, and control of finances.
- Develops aligned strategies for achieving the goals in the Strategic Plan related to resource stewardship and monitors results.
- Oversees the review, revision, and communication of budget processes and documentation to continually develop operational best practices.
- Designs and provides budget services training programs and presentations for internal and external stakeholders to ensure understanding of budget process and resource stewardship.
- Oversees the preparation of reports, correspondence, and recommendations related to functions such as financial and state reporting, internal and external audits, bonded indebtedness, loans, school activity funds, employee benefits and salary scales.

- Ensures fiscal awareness of and compliance with local, state, and federal laws, policies, and regulations for the overall budget operation including payroll, accounts payable, debt service, fixed charges, and benefits.

Contributes to leadership of the Department of Financial Services

- Oversees departments within the Department of Financial Services with oversight for research and planning, payroll and benefits, accounting, cash management, inventory control, financial reporting, bookkeeping, inter-local and other contract agreements, real estate, and insurance risk management.
- Supervises and supports the professional growth of a team of 25+ staff (with six direct reports) within the Department.
- Identifies professional growth needs and opportunities for Department staff as well as for staff in schools and other offices completing finance duties, such as school bookkeepers.
- Contributes to strategic planning and goal setting for the Department, in collaboration with other Department administrators.
- Serves as a designee for and deputy to the Assistant Superintendent for Finance and Administration on matters related to financial services.

Support and demonstrate core values of SCPS

- Engage in ongoing professional development relevant to position.
- Respond promptly and thoroughly to written and oral requests for information.
- Maintain a clean, neat appearance, appropriate to position.
- Maintain a record of appropriate attendance and punctuality.
- Serve as an optimal role model for students, colleagues, and the general public.
- Work in close harmony with colleagues, supervisors, and co-workers.
- Comply with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree or higher from an accredited college or university, with major course work in accounting, business administration, or related field required; master's degree in a related field preferred.
- Minimum of five (5) years of progressively more responsible experience in financial/budget services, at least two (2) years of which must have been in a supervisory or leadership capacity, required.
- License as a Certified Public Accountant required.
- Prior successful experience in public school district business administration strongly preferred.
- Experience with computerized accounting systems and enterprise resource planning systems, spreadsheets, databases, word processing and emerging technology and information services, required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge
 - Federal and state policies and regulations as they pertain to the fiscal, strategic, and operational plans of a large public institution.
 - Governmental budgeting and finance administration practices on budget development and approval.
 - Principles, practices, methods, and theories of modern financial management and business operations, GAAP, and standards from the Governmental Accounting Standards Board.
- Skills
 - Data analysis and reporting with large and complex fiscal data
- Abilities
 - Manage and lead an effective team, including but not limited to shared project planning and management, development, and evaluation
 - Work cooperatively in a team environment to meet goals
 - Organize and perform work independently
 - Work on multiple projects while meeting all deadlines
 - Show sustained effort and enthusiasm in quality and quantity of work

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work environment is inside an office with moderate noise and temperatures and minimal to no exposure to chemical or other negative air quality elements.
- The work is light work, requiring exertion of up to 20 pounds of force to move or lift objects.
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: standing for prolonged periods; sitting for prolonged periods; repetitive motions with the hands, wrists, or fingers; discernment of letters or numbers; understanding and communication in spoken and written language; perception of sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date