

Assistant Superintendent, Finance and Management Services

JOB STATUS: UNTIL FILLED

POSTING DATE: 06/16/2023

POSTING NUMBER: P23/24-8.54.1

LOCATION: Human Resources

POSITION TITLE: Assistant Superintendent, Finance and Management Services

JOB DESCRIPTION:

Human Resources announces an opening for a 1.0 FTE **Assistant Superintendent, Finance, and Management Services**. This is a 260-days, Grade P-19 position.

The assistant superintendent, finance and management services (ASFMS) is responsible for advising the superintendent, chief operating officer and school board on the financial and budget matters of the school division, and administering the finances in compliance with federal, state, and local laws and statutes. Directs the business/finance functions including but not limited to: accounting, budgeting, grants management, payroll, and purchasing. Oversees the operations of the Office of Food Services and the Office of Extended Day, both self-sustaining funded offices. Leads the department in implementing best practices in public sector financial management and planning. Performs long and short-range planning, oversees specials projects and provides analyses to support strategic priorities, projects, and investments.

RESPONSIBILITIES:

ESSENTIAL FUNCTIONS OF THE CLASS (May not include all duties performed.)

Provides leadership and oversight to Director, Budget; Director, Finance; Director, Purchasing; Director, Food Services; and Director, Extended Day.

Leads the strategic plan goals regarding effective and efficient financial operations to ensure proper stewardship, equitable allocation of resources, and performance monitoring.

Leads the department in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal audit procedures.

Prepares and presents short and long-range financial plans and forecasts and communicates fiscal matters to the school board, advisory committees, and community.

Directs the budgeting, accounting and reporting of all funds such as: assets, liabilities, revenue and expenses to ensure compliance with school division policies, and federal, state, and local regulations and requirements.

Directs the funding development of capital improvement and bonding.

Initiates, develops, and enforces procedures for budget preparation, management, and control of finances.

Oversees the review, revision, and communication of budget processes and documentation to continually develop operational best practices.

Assesses the financial impact of state legislation and negotiations and participates in bargaining negotiations.

Maintains a close working relationship with officials from other agencies such as Arlington County Government, Virginia Department of Education, other school divisions, and local, state, and federal governments comparing management and planning practices with those of APS and recommending improvements.

Identifies professional growth needs and opportunities for department staff as well as for staff in schools and other offices completing finance duties.

Oversees the functions and activities of food services program in conformance with school division policies, federal and state regulations.

Oversees the functions and activities of the extended day program providing before and after school enrichment opportunities for students attending Arlington Public Schools.

Performs related duties as required or assigned.

EXPERIENCE:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Broad knowledge of the methodology, procedures and practices of the services provided by the Department Finance and

Management Services.

Broad knowledge and understanding of school system needs and school board and Superintendent's priorities. Comprehensive knowledge of Arlington Public Schools organization and operations.
Comprehensive knowledge of laws and regulations affecting the delivery of financial and management services.

Skill in managing and directing the operations of a broad range of activities through subordinate managers to successfully carry out financial and management support activities.

Skill in designing, developing, and directing the implementation of plans and programs.

QUALIFICATIONS:

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

A master's degree in school administration, business or public administration, or financial management, plus extensive and progressively more responsible experience in financial management in large-scale organizations, public and/or private; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability. Six years of successful experience in business management with responsibilities in financial accounting, budgeting, cost accounting, and finance, of which three years must have been in a supervisory or leadership capacity. Desirable to hold a Certified Public Accountant (CPA) certificate. Experience in public school district finance and business operations preferred.

APPLY TO:

SALARY: Hiring salary range of \$138,776 to \$205,915 annually based upon 23/24 pay plan.
Newly hired employees with previous experience in their field may receive salary credit for up to five years of experience related to the job being filled.

DAYS: