

The Virginia Department of Education is seeking an Assistant Superintendent of Budget and Finance to provide senior executive level leadership and management to the Department of Budget and Finance. Duties will include but not be limited to: creating an organizational environment in the Department of Budget and Finance that facilitates Offices of Budgeting, Finance, Business and Risk Management and the Federal Pandemic Relief Programs staff in carrying out essential processes and efficient operations that support strong internal controls and agency objectives and mission; overseeing and managing day-to-day operations of the Department of Budget and Finance, including budgetary and fiscal responsibilities within established agency and state government policies and requirements; assisting in the development of agency fiscal policies and procedures and overseeing implementation; providing consultation and technical expertise to internal and external customers on budgetary and fiscal issues and needs; helping oversee payment processes to school divisions, including entitlement payments and state and federal reimbursement requests, and providing technical assistance to ensure compliance with state and federal regulations related to payroll, travel reimbursement, vendor payments, recording of financial transactions, small purchase charge card program, and financial reporting requirements and supporting data collections and information systems; providing oversight and reviews of required state and federal reporting and ensuring such reporting is accurate, timely, and meets prescribed standards; providing staff support on external audits and addressing any findings; supporting the Agency Risk Management and Internal Control Standards (ARMICS) process by serving as a staff resource to coordinate the process and meet requirements; provide staff support and oversight of the agency's Central Office and Direct Aid budgetary operations; and assisting with management of the Literary Fund and fiscal impacts of proposed legislation. Pursuant to Sections 2.2-3114 and 2.2-3115 of the Code of Virginia, this position has been designated to file an annual Statement of Economic Interests form.

Graduation from a college or university with major studies in accounting, business, financial management, public administration, or related curriculum or an equivalent combination of education and experience required. An advanced degree is preferred.

Extensive experience in executive level governmental accounting, budgeting, and financial management and reporting is required; experience in an education environment is preferred.

To be considered for this position, you must complete a Commonwealth of Virginia application for employment (i.e. state application) through the on-line "Virginia Jobs" (RMS) employment site no later than the cut-off date stated in this announcement.