



School Nutrition Services
3751-A Nine Mile Road
Henrico, Virginia 23223-4830
(804) 226-5555

Job: IRC 87896

Job Title: Controller

Location: School Nutrition Service

Organization Name: HCPS - School Nutrition Services

Brief Description:

Plans, assigns, supervises, reviews and participates in the professional and paraprofessional centralized accounting operations for the Department of School Nutrition Services. Incumbent works closely with the Director of SNS and the Assistant Superintendent of Finance. School Board policy and federal/state laws are followed in the decision-making process.

Detailed Description:

- Plans, assigns, supervises, reviews and participates in the professional and paraprofessional accounting operations of the Department of School Nutrition Services;
- Prepares special reports and work papers for audits, financial statements, registers, surveys and various account analyses;
- Conducts audits of school cafeterias;
- Analyzes accounting reports, makes routine adjusting entries, works administrator to resolve non-routine situations;
- Ensures accounting procedures conform with established policies and processes;
- Directs the development, preparation, and justification of department budget;
- Coordinates the department's capital asset and major software acquisition strategies;
- Prepares and submits state financial reports on monthly basis;
- Prepares monthly board reports and necessary supporting documentation
- Prepares and distributes monthly financial reports for School Nutrition Services;
- Develops and maintains records for reimbursements from federal and state government;
- Supervises meal benefits process including: application, distribution, verification and maintenance;
- Supervises audit or review processes;
- Prepare ad hoc presentations, financial models, and impact scenario analysis to assist director, assistant-superintendent, and school board in management decision making process;
- Advises director on policy matters relating to fiscal operations, VDOE/USDA regulations and DOE Superintendent's memos;



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- Interviews, selects, trains, and evaluates accounting and IT support personnel (Staff of seven: payroll, accounts payable, accounts receivable, Meal benefits program, and Technology Support technicians);
- Attends meetings and conferences as appropriate and as directed;
- Supervises the reconciliation of deposits for school cafeteria deposits and credit card payments;
- Supervises, prepares and submits reimbursement request for federal programs;
- Oversees the maintenance of revenue and appropriation ledgers - general and subsidiary;
- Manages all record keeping, journal entries and financial reports;
- Oversees the procurement process including bid review;
- Oversees preparation of department's purchase requisitions and process payments;
- Oversees all aspects of grant application, submission and payment for grant opportunities;
- Supervises cafeteria managers in all accounting and financial areas;
- Prepares all invoices for entry and payment;
- Reviews and handles questions and complaints from customers and clients;
- Attends work daily and is engaged in job responsibilities; and,
- Performs other duties as assigned.

Job Requirements:

Possession of a bachelor's degree in accounting, finance or business administration and a minimum of six (6) years of related successful professional accounting experience, including a minimum of two (2) years in a supervisory capacity required. CPA preferred.

Additional Details

Minimum salary - \$65,465.84 (salary will be pro-rated based on start date)

12-month contract

Deadline - Open until Filled

How to Apply:

To be considered for the listed vacancy, you must submit an online application and mail, fax, or hand deliver three (3) references <http://henricoschools.us/pdf/HumanResources/References.pdf> , resume, and transcript(s) to:

Henrico County Public Schools

Department of Human Resources

P. O. Box 23120

3820 Nine Mile Road Henrico, VA 23223

Fax: (804) 652-3763



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