

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **DIRECTOR OF FINANCE AND BUDGET**

QUALIFICATIONS:

Bachelor's degree in accounting or relevant field of study
CPA, Master's degree or other related professional certification preferred
Demonstrated experience in creating and managing budget
Demonstrated experience in governmental accounting and standards, Generally Accepted Accounting Principles (GAAP) and pertinent standards such as Generally Accepted Auditing Standards (GAAS)
Demonstrated experience in establishing and maintaining internal controls
Demonstrated experience with investment of public funds
Demonstrated experience with State and Federal grant accounting and fiscal management
Demonstrated experience with State procurement regulations including construction bids and contracts
Demonstrated proficiency with accounting software and PC applications such as Microsoft Excel and Word
Minimum of three years school accounting/finance/budgeting or auditing experience
Leadership qualities and personal characteristics necessary for working with staff members and administrators

SUPERVISES: Assistant Director of Finance & Budget, Payroll & Benefits Specialist, and Business Services Specialist/Accounts Payable

REPORTS TO: Assistant Superintendent of Business Services

JOB GOALS: Administers financial and budget operations of the Division. This includes the preparation of all financial reporting and reconciliation, central purchasing functions, accounts payable functions, payroll/fringe benefit processing and reporting, investment management, and cost-effective baseline internal controls. Additionally, provides timely information, services, financial guidance, and analyses required for sound financial decision making at all management levels. Provides support to division staff for effective and efficient operations.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates budget preparation for all schools and departments and develops the annual financial plan (budget) under the direction of the Assistant Superintendent of Business Services, Superintendent and School Board.
2. Prepares all budget change requests, in a timely manner, for Board approval.
3. Provides an effective accounting environment including internal controls to accurately capture, record, report, and summarize economic transactions. (creates and/or recommends written internal operating procedures)

4. Creates and manages appropriate payroll procedures for timely, compliant and accurate recording, processing and reporting functions.
5. Monitors budget execution and advises the Assistant Superintendent of Business Services, Superintendent and School Board through monthly reports.
6. Manages general ledger including reconciling bank accounts and recording all revenues from state, local, federal, and other sources.
7. Prepares grant reimbursement documents and provides fiscal support to grant administrators for appropriate financial reporting.
8. Invests (temporary) excess public funds into appropriate investment vehicles to maximize return on investment (ROI)
9. Collects data and prepares statistical and financial reports such as the Annual School Report, E-Rate reports and required local effort program certification report.
10. Approves requisitions, as needed, in the absence of the Assistant Superintendent of Business Services ensuring proper coding
11. Ensures compliance with state and local purchasing regulations through reviewing and approving RFP's and other bid documents prepared by Business Services Specialist/Accounts Payable. Analyzes, reviews, and approves, RFP and bid responses for appropriate contract awards
12. Closes books at year-end and inputs budget for new fiscal year.
13. Prepares trial balances, audit schedules and assists independent auditors with annual audit.
14. Coordinates and reconciles city appropriations and debt service with City Finance Director and Deputy Director.
15. Reviews/ recommends applicable VSBA policies.
16. Performs other related tasks as assigned by Assistant Superintendent of Business Services.

TERMS OF EMPLOYMENT:

12 month contract, Range IV of the Administrative Salary Scale (\$76,210 - 108,701)

EVALUATION:

Performance of this job will be evaluated in accordance with the School Board's policy on Evaluation of Personnel.