

Director of Financial Services



Job Code 000040	FLSA Status Exempt	Pay Level (Grade) 00021
Reports To Associate Superintendent for Finance & Risk Management		

Mission Statement

- Providing a World-Class Education means...**
- The focus is on all students learning and achieving high standards.
 - Instruction is engaging and rigorous.
 - Reading and writing literacy is taught in all content areas.
 - We support the academic, social, and emotional needs of all students.
 - Schools and offices are inviting, welcoming, and customer oriented.
 - We will accomplish our Strategic Plan by working together.

Job Summary

This position has primary responsibility for overseeing the financial activities of the School Division. This position is responsible for the preparation, management, control, and reporting of the annual budget and related financial processes. The work of this position includes supervision of professional and clerical staff working in a wide range of financial areas. This position establishes and maintains effective working relationships with School Division officials and administrators, staff, representatives from private and government organizations, and members of the general public. This position develops and implements policies and procedures pertaining to finance activities.

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in providing a World-Class Education,
- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Ensures and is legally responsible for availability of funds and appropriateness of expenditures for the School Division
- Maintains oversight of accounting on a Division-wide basis and provides regular updates on the fiscal status of the School Division
- Ensures fiscal awareness of and compliance with local, state, and federal laws, policies, and regulations for the overall financial operation including payroll, benefits, accounts payable, debt service, and fixed charges
- Projects revenues and expenditures for major sections of annual budget
- Plans, organizes, coordinates, and directs the work of subordinate staff
- Coordinates the activities of the Office of Financial Services with other departments
- Prepares reports, correspondence, and recommendations related to functions such as internal and external audits, bonded indebtedness, loans, school activity funds, employee benefits, and salary scales
- Supervises the departmental functions of accounting, audit, payroll, procurement, student activity funds, and supply services
- Meets, presents, and responds to inquiries from employees, School Division personnel, School Board members, citizens, the press, as well as County, State, and Federal officials regarding fiscal matters
- Employs available technology in all phases of fiscally related activities
- Keeps current on changes in the governmental accounting, and auditing environment and recommends procedural changes as they are necessary to keep PWCS in compliance with generally accepted accounting practices
- Works closely with the Director of Budget to ensure the proper financial management of the School Division in the provision of a World Class education

Other Job Responsibilities

Qualifications for Successful Performance

Knowledge, Skills, Abilities and Behaviors

- Knowledge of local government and public school operations desirable
- Extensive knowledge of the principles of public agency accounting, auditing, budgeting, procurement and payroll
- Ability to prepare, analyze, and evaluate financial statements
- Familiarity with and ability to use a variety of data processing equipment and software
- Ability to apply computer resources to finance department responsibilities
- Ability to prepare reports and to present financial and statistical data in clear and concise form
- Ability to make clear presentations in front of diverse groups
- Ability to manage and motivate a large, diverse staff, including planning, organizing, coordinating, and directing the work of subordinates in maintaining and improving a complex financial system and organization

Education or Equivalency Requirements

Minimum/ Preferred	Education level	Description
Minimum	Bachelor's Degree	Accounting, Finance, Business Administration, or Public Administration
Preferred	Master's or equivalent	And/or professional certification preferred

Work Experience Requirements

Equivalent to at least	Type	Area or Field
5 years	Increasing responsibility	Supervisory experience

Certification and License Requirements

Certifications/ Licensures	Comments

Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements	Frequency
Light work that includes lifting and moving objects up to 20 pounds.	Frequently

Medium work that includes lifting and moving objects up to 50 pounds.	Occasionally
Heavy work that includes lifting and moving objects up to 100 pounds or more.	Not anticipated
Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar.	Frequently
Move about to accomplish tasks or move from one work site to another.	Frequently
Remain in a stationary position, often standing or sitting for prolonged periods.	Consistently
Operate non-office machinery and/or power tools.	Not anticipated
Repeat motions that involve the wrists, hands and/or fingers.	Consistently
Move in different positions to complete tasks in various conditions and spaces.	Frequently
Operate motor vehicles or heavy equipment.	Not anticipated
Match or detect differences between colors, including shades of color and brightness.	Occasionally
See details at a distance.	Occasionally
See details at close range (within a few feet of the observer).	Consistently
See objects in the presence of glare or bright lighting.	Frequently
See objects in the low lighting.	Occasionally
See objects or movement of objects using peripheral vision.	Occasionally
Mental/Cognitive Requirements	Frequency
Listen to and understand information presented through spoken words and sentences.	Consistently
Read and understand information presented in writing.	Consistently
Communicate information in speaking so others will understand.	Consistently
Communicate information in writing so others will understand.	Consistently
Ability to generate ideas or develop creative ways to solve problems.	Consistently
Ability to tell if something is wrong or is likely to go wrong.	Consistently
Ability to apply general rules to specific problems to produce workable answers.	Consistently
Ability to combine pieces of information to form general rules or conclusions.	Consistently
Ability to arrange for certain order or pattern according to a specific or set of rules.	Consistently
Ability to create and apply rules for combining or grouping things in different ways.	Consistently
Ability to choose the right mathematical methods or formulas to solve a problem.	Consistently
Ability to add, subtract, multiply, or divide quickly and correctly.	Consistently
Ability to recall available information.	Consistently
Ability to acquire and organize visual information.	Frequently
Ability to manipulate and organize spatial information.	Occasionally
Ability to apply and maintain attention.	Consistently
Ability to manipulate and control objects.	Occasionally
Assess the accuracy, neatness, and thoroughness of the work assigned.	Consistently
Other Requirements Not Identified Above	

Other Related Job Information

Budget authority: Legally responsible for appropriation and expenditure of all School Division funds, currently amounting to \$1.2 billion. Direct budgetary responsibility for all General Fund salary, fixed

charges, and selected employee benefits accounts in addition to the Office of Financial Services' program budget.

of direct reports: 70 employees including 8 administrators

of schools served: All

Other Related Information	Description
---------------------------	-------------

Serving the Community with Excellence

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.