



Chief Financial Officer Vacancy Number: IRC136410

<https://henricoschools.us/careers/>

About Us

Henrico County Public Schools is one of the six largest county public school divisions in Virginia with a nationally recognized educational program. Henrico County is a suburban community surrounding the city of Richmond, VA. We are 104 miles from the Atlantic Ocean to the east; 94 miles from the scenic Sky Line Drive to the west; 106 miles from Washington, D.C. to the north; and 75 miles from the North Carolina border to the south.

Mission

Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse educational, social, and civic learning experiences that inspire and empower them to become contributing citizens.

General Statement of Duties:

Manages the financial operations and develops the financial strategy of the school division. Serves as the business and finance administrator for the school division and ensures the division operates in a fiscally responsible manner and remains in compliance with all school finance laws and regulations. Manages the functions of payroll, budget, accounting, general services, and school nutrition services. Serves as primary liaison with the county government finance staff on all financial matters including the annual audit.

Essential Duties:

- Develops, in partnership with the School Board, Superintendent, and stakeholders, long and short-term financial strategy to meet school division strategic goals
- Advises the School Board, Superintendent, and Division Leadership Team on budgetary and other fiscal matters
- Works collaboratively with county government finance staff on financial issues
- Prepares a variety of periodic and special financial and statistical reports
- Exercises administrative control over the allocation of funds and the rate of expenditures in accordance with the approved budget
- Supervises the preparation of the annual financial plan
- Approves contracts for funding and proper budgeting
- Serves on the Health Benefits Committee
- Oversees the Tax-Sheltered Annuity Program
- Supervises and gives guidance to staff members within the following areas: school nutrition services, payroll, budget, finance and general services, including procurement
- Prepares and provides financial data to the School Board, Superintendent, County Board of Supervisors, County Manager, and the Virginia Department of Education
- Ensures timely reporting of data to the Virginia Department of Education
- Coordinates the work of staff members in the preparation of the annual financial plan
- Establishes and maintains a system of accounts to assure balances are maintained in an orderly fashion;
- Assists divisions, departments, cost centers and others in identifying trends and projecting variances
- Reviews and corrects adverse variances in expenditures
- Manages position control for the division
- Provides supervision for the financial management of all grants
- Provides coordination of financial audits, both activity funds and the annual audit
- Prepares and submits a variety of financial reports as necessary
- Provides supervision for system financial activities to assure technical compliance with regulations and good business practice
- Performs other duties as assigned

Minimum Qualifications:

Bachelor's degree in accounting, finance, business administration or related degree. Considerable experience in financial administration. Extensive knowledge of general finance and the school budget is required. Considerable knowledge of rules and regulations applicable to federal grant fund expenditures. CPA or Master's degree preferred.

Additional Information:

Deadline – Open Until Filled

Anticipated Start Date – TBD

Minimum starting salary - \$136,234.63 (salary will be pro-rated based on start date)

How to Apply:

To be considered for the listed vacancy, you must submit an online application, resume and mail, fax, or hand-deliver three (3) references, <https://henricoschools.us/wp-content/uploads/References.pdf> and transcripts to:

Henrico County Public Schools
Department of Human Resources
P. O. Box 23120
3820 Nine Mile Road
Henrico, VA 23223
Fax: (804) 652-3763



The School Board of Henrico County is committed to nondiscrimination with regard to sex (including pregnancy), gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law (except where such is a bona fide occupational qualification), in employment or in its programs and activities.