



# Chief of Finance and Operations

## Newport News Public Schools

12507 Warwick Boulevard  
Newport News , VA 23606

***Unlicense Administrator - Position - Assistant Superintendent***

**Job Number** 3700178788

**Start Date**

**Open Date** 06/30/2021

**Closing Date**

### **Job Summary**

Position is responsible for financial management of the school division - development, monitoring, reporting and execution of the school division operating and capital budgets, grants and other funds. Responsible for providing leadership and oversight to the areas of budget and planning, accounting and risk management, purchasing, payroll, technology, plant services, custodial services, transportation, child nutrition services, print shop, mail services and warehouse services. Position is responsible for providing information to the general public regarding the financial costs of the school division and advises the Superintendent on financial and operational issues; communicates with the School Board, city staff and city council; ensures compliance with state/federal regulations.

### **Essential Duties**

1. Provide leadership to the operating and capital budget processes and the internal and external financial reporting process. Provide leadership and direction to select departments within the school division to ensure effective and efficient operations and enhance process and performance management: Technology; Budget & ERP; Accounting; Payroll; Procurement, Print Shop & Warehouse; Plant & Custodial Services; Transportation; and Child Nutrition Services.
2. Directs the preparation of an annual financial report in compliance with the Association of School Business Officials Association Standards, Government Finance Officers Association and related government

accounting standards.

3. Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
4. Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
5. Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's finances and operations.
6. Serves as the school division's contact with members of the State Department of Education regarding financial information as required.
7. Oversees long-range facilities' planning and capital improvement planning.
8. Oversees division wide technology programs serving both students and staff.
9. Oversees the property, casualty, and liability insurance programs for the school division.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **Other Duties**

1. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent.
2. Performs any other related duties as assigned by the Superintendent.

#### **Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)**

Master's degree in, business management or accounting required. CPA is preferred. Minimum of 10 years of experience in one of a school division's functional area including at least 5 years of experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working relationships with students, staff, parents, & the public. Must have significant experience with operating and capital budget development.

To view a complete job description, please visit:

[http://nnschools.org/hr/jobs/descriptions/Chief\\_Finance\\_Operations.pdf](http://nnschools.org/hr/jobs/descriptions/Chief_Finance_Operations.pdf).

**Reports To**

Superintendent

<b>Duty Days</b>	245
<b>Months</b>	12
<b>Hours</b>	8
<b>Salary Rate Range</b>	Salary commensurate with education and experience
<b>Special Considerations</b>	Paid in accordance with grade 59 on the pay plan.
<b>Job Attachment</b>	

The Newport News Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, marital status or any other basis prohibited by law. (Reference: School Board Policies 2-33, 4-4, and 4-6).

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