



POSITION TITLE: DIRECTOR OF ACCOUNTING (CONTROLLER)

REPORTS TO: CHIEF FINANCIAL OFFICER

OVER-TIME STATUS: EXEMPT

PAY GRADE: 158

JOB SUMMARY:

Responsible for planning, leading and overseeing all financial functions of the school division to include accounting, payroll and benefits, accounts payable, grants and special funds, audit and school activity funds. Reports to the Chief Financial Officer. Thorough knowledge of the principles, practices and procedures of accounting and auditing to include GASB, FASB, GAAS, and GAAP; thorough knowledge of local, state, and federal school funding programs; ability to prepare and maintain complex fiscal records and systems for a large organization comparable to Portsmouth Public Schools. Comprehensive knowledge of the compliance requirements, laws, and regulations applicable to public school accounting and auditing systems and programs in Virginia. Comprehensive knowledge of enterprise resource planning systems for financial, accounting, and payroll functions. Demonstrated theoretical understanding of differences between cash, accrual, and governmental methods of accounting. General knowledge of standard office practices, procedures, and equipment; general knowledge of computer based accounting; ability to establish and maintain effective working relationships at all levels of the organization as well as with external customers. Supervisory experience and ability to lead cross-functional teams.

ESSENTIAL DUTIES:

- Oversees and directly responsible for accounting and auditing functions, payroll and benefit functions, financial accounting and reporting, school activity and other special funds;
- Develops, directs, and implements policies, practices, plans, procedures and activities of for the Department and District;
- Supervises the general ledger, payroll, accounts payable, grants accounting and other financial services operations and staff;
- Ensures compliance with financial policies and procedures, recommending changes in policies and procedures as necessary;
- Ensures the professional development and effective management of all assigned staff;
- Provides guidance to department heads, principals and staff on the proper management of school finances and the related policies and procedures;
- Assists the District budget preparation process and oversees budget execution and financial reporting;
- Coordinates banking activities and investment decisions with City Treasurer;
- Coordinates the development, upgrades, installation and operations of existing and new enterprise resource planning systems;
- Ensures and oversees compliance and implementation of GASB, FASB, GAAS, and GAAP;

- Maintains a continuous internal auditing program for all funds and develops/maintains a system of internal controls;
- Oversees the activities of risk management and insurance programs to include property and casualty, Workers' Compensation and other related programs;
- Develops and maintains a close working relationship with local, state, and federal financial officials as necessary.
- Prepares revenues, expenditures and cash flow projections on monthly basis;
- Coordinates all external financial audit requirements;
- Prepares Annual Comprehensive Financial Report (ACFR);
- Prepares and/or reviews the "Annual School Report" which is sent to the Virginia Department of Education and ensures that it contains accurate financial information;
- Ensures compliance with all fiscal school board policies, including procurement and the proactive promotion of the School Board's Minority and Women Business Enterprise (M/WBE) Policy.
- Assists other employees and departments with fiscal matters; and
- Performs related tasks as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting from an accredited college or university (Masters degree in accounting, public administration or business preferred). Extensive experience in a senior level financial management position, preferably in public education. Comprehensive knowledge of the laws and regulations applicable to public school revenue disbursement, accounting, auditing and financial reporting requirements. Thorough knowledge and working experience with advanced automated, integrated financial and accounting systems. Excellent organizational, planning and human relations skills. Ability to manage, organize and direct the work of others including subordinate supervisors. Ability to communicate effectively, both orally and in writing. Minimum ten years of experience in public/governmental accounting and eight years in a supervisory role preferred.

APPLICATION PROCEDURE:

All applicants please submit an on-line application along with copies of supporting credentials and 2 references. Be sure to connect your application to the advertised position.

PORTSMOUTH PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

The Portsmouth 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).