



Norfolk Public Schools
The cornerstone of a proudly diverse community

Job Announcement

Job Title: Senior Director of Accounting

Posting Date: May 16, 2022

Closing Date: Open Until Filled

Job Type: Full-Time

Contract: 7.5 hours/day
252 days/year
12 months/year

Location: Accounting Department

Start Date: TBD

Pay: Salary In the Range of: \$87,721 - \$153,881 (Grade O)
 Placement on Appropriate Grade and Step

DEFINITION

Under the general direction of the Chief Finance Officer, the Senior Director has wide authority and discretion in the planning and direction of the school system accounting programs and functions. The incumbent plans, directs, reviews and evaluates the work of a staff of professional, technical, and clerical employees of the accounting department.

SUPERVISION

Work is performed under the general supervision of the Chief Finance Officer. Work is performed independently in accordance with established policies and procedures of the School Board of the City of Norfolk and the Code of Virginia. Work is subject to annual external audits and is governed by state, federal, and other official financial institutions.



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DISTINGUISHING CHARACTERISTICS

Positions designated as department directors administer school division wide, multi-faceted functions with comprehensive responsibilities that impact much of the division's constituencies.

ESSENTIAL FUNCTIONS OF THE CLASS (may not include all duties performed)

Maintains a complete, online automated accounting system for all financial transactions by source of funds, location, program, and object.

Responsible for timely payment of vendors for all goods and services received by the School Board.

Prepares financial statements on a full accrual basis to enable the School Board, Superintendent, and other administrative officers to make resource decisions for the school system.

Prepares periodic reports to the City of Norfolk, the State of Virginia, and the federal government.

Prepares and/or reviews the Financial Section of the Annual School Report as required by the Virginia Department of Education.

Prepares and/or reviews monthly financial reports and coordinates reconciliation of subsidiary ledgers for all functional areas, including the operating and grant funds, inventory, Child Nutrition Services, payroll, and purchasing.

Maintains a complete property control system for school fixed assets and controllable equipment.

Prepares appropriate annual financial reports in accordance with the Government Accounting Standards Board (GASB) and coordinates the external audit.

Develops and maintains separate accounting records for each federal and state grant funded program.

Develops and maintains a close working relationship with city financial officials to properly manage cash flow and investments for the School Board.

Act on behalf of the Chief Finance Officer in his absence.

Performs other duties as assigned.



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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles and practices of accounting and auditing.

Comprehensive knowledge of the operations and organization of a large public or private sector organization.

Comprehensive knowledge of the compliance requirements, laws and regulations applicable to public schools in Virginia.

Comprehensive knowledge of Governmental Accounting Standards Board pronouncements.

Ability to plan, organize, and direct the work of others through subordinate supervisors.

Ability to make sound judgment on new and unusual problems and questions.

Ability to communicate effectively, both orally and in writing.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree with a concentration or major in accounting (Master's in accounting, public administration, or business administration preferred). This position requires seven (7) years of progressively responsible experience working in the accounting section of a large and complex organization (governmental accounting experience is preferred).

LICENSE/CERTIFICATION

Certified Public Accountant (CPA) preferred.

PHYSICAL ATTRIBUTES

Work involves normal physical effort including sitting, walking, standing, reaching, bending in performance of normal office activities.

HAZARDS

Work involves exposure to normal, everyday risks in an office environment.



UNUSUAL DEMANDS

Work is performed in an office and requires no unusual demands.

To Apply: All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief Human Resources Officer. Separate applications are required for **all** administrative positions. Application forms may be secured on the NPS website: www.npsk12.com.

Staffing Contact

- D. Timothy Billups, pHCLE, SHRM-CP, PHR, IPMA-SCP – Chief Human Resources Officer – Administrative Personnel
 - Johnay Brown – Human Resources Generalist – Classified Personnel
 - Andrew Davenport – Human Resources Generalist – School Nutrition and Transportation Personnel
 - Sonja Hale – Human Resources Generalist – Elementary Education Personnel
 - Tiffany Lashley – Human Resources Generalist – Resource and Special Education Personnel
 - Amanda Schilling – Human Resources Information and Technology Specialist – Substitute Teacher Personnel
 - Michael Sheets – Human Resources Generalist – Secondary Education Personnel
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