

CHIEF FINANCIAL OFFICER

JOB SUMMARY

This position provides leadership for budget, finance, and business affairs for the District and ensures funding of programs that support the Strategic Plan. This position collaborates with Senior Directors and makes recommendations to the Superintendent regarding the financial status of the District while ensuring compliance with state and federal regulations.

DUTIES AND RESPONSIBILITIES

- Develops the school operating and CIP budgets including forecasting and review of revenue and expense accounts as well as the development of long and short-range objectives for the business affairs and finances of the district. Prepares relevant presentations for the Superintendent, School Board, County Board of Supervisors, and the City Council.
- Supervises the overall program for budget and accounting; purchasing in partnership with James City County, fixed asset management; payroll and associated reports, including payroll tax reporting and retirement reporting.
- Reviews enrollment data and reports to ensure accuracy in estimated future student enrollment.
- Evaluates accounting procedures, systems, and controls in all district cost centers, ensure compliance with applicable laws and regulations, and recommends improvements in their design, implementation, and maintenance.
- Maintains a continuous auditing program for all funds and assists the district's independent auditors in conducting the annual and periodic audit.
- Serves as chairperson and leads Capital Improvement Development Committee meetings and prepares capital improvement recommendations for the Superintendent and School Board.
- Plans and conducts needs assessments for improvement of district business operations.
- Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
- Coordinates cash management with County Treasurer and Directors of Finance of respective jurisdictions.
- Prepares an annual financial report in compliance with the Association of School Business Officials Association Standards, Government Finance Officers Association and related governmental accounting standards.
- Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.

- Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's business operation.
- Coordinates with the County Risk Manager in overseeing risk management including property, casualty, workers compensation, and liability insurance programs for the Division.
- Provides the appropriate bonding of employees as required by state law.
- Models the WJCC Strategic Plan Values: Individualism, Integrity, Innovation, Accountability and Collaboration.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS (Knowledge, Skills and/or Abilities Required)

- Master's degree in finance, business management or accounting highly desirable. Doctorate or CPA is preferred.
- Minimum of ten years of experience in public sector finance including at least five years of experience in a supervisory capacity; K-12 experience preferred; significant levels of experience may substitute for education.
- Must possess the ability to plan and supervise the work of others, excellent communication skills, and the ability to establish and maintain effective working relationships with staff and the public.

SUPERVISION EXERCISED

This position supervises the work of the employees within the Finance Department.

SUPERVISION RECEIVED

Performs duties under the supervision of the Superintendent.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Highly diverse and complex duties. Must have high tolerance for change and the ability to work on several projects and assignments concurrently. Strong interpersonal skills required in working with diverse groups. Must have initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit for extended periods of time in a busy office environment; exhibit manual dexterity to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.