

**Tazewell County Public Schools**  
**506 Jeffersonville Street**  
**Tazewell, Virginia 24651**  
**(276) 988-5511**

**Vacancy: Supervisor of Budget and Finance**

**Position will remain open until a qualified applicant is chosen.**

**Job Description:**

Primary financial advisor to the Division Superintendent. Responsible for the proper accounting and reporting of financial activities of the School Division; financial administration of the operating and capital improvements budgets; the preparation of the operating and capital improvements budgets based on the Division Superintendent's direction; management of accounts receivable, accounts payable, payroll and risk management; coordination of audits of School Board funds and student activity funds. Also functions as the primary monitor of revenue trends and events affecting federal, state and local revenue streams.

**Job Summary:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Directs/coordinates preparation of budget;
- Prepares financial reports, final annual report and all interim reports on ADM, etc.;
- Maintains appropriate records on bonded indebtedness, debt services, etc.;
- Assists in requirements necessary for Bond Financing;
- Secures the required bonding on School Board employees;
- Attends School Board meetings and prepares reports, as requested by the Superintendent of Schools;
- Supervises bidding for materials, supplies, equipment, etc.;
- Maintains accurate pupil accounting records and reporting, as it related to the Annual School Report;
- Administers board insurance programs;
- Supervises individual school accounting records and booking procedures.
- Assists in the determination of fiscal compliance with the Standards of Quality;
- Supervises the per pupil allowances for supplies, equipment, etc.;
- Assists the Superintendent in authorizing the building principals' requested purchases;
- Stays informed of current educational trends and programs for school finance;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date; •
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Supervise and evaluate Accounts Payable Department, Payroll Department, Purchasing, Medicaid Billing Department, and bookkeepers;
- Respond to state, federal, and other agencies on matters relating to budget and finance;
- Ensures accreditability of financial transactions by reconciliation with county treasurer on all funds on a monthly basis;
- Receipts and accepts all funds due the school division and credits appropriate accounts;
- Assumes responsibility for managing the petty cash fund;

- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

### **Essential Performance / Requirements**

Develops and oversees the School Board's accounting system and financial reporting in accordance with the Department of Education, Auditor of Public Accounts, and federal regulations.

Develops and compiles the School Board's annual budget. Oversees compliance of budget to federal, state and local budgetary and reporting guidelines.

Monitors the financial position of the school division based on enrollment and other data.

Annually forecasts operating revenues to be received from the Commonwealth of Virginia, the Federal government, local sources, and the governing bodies.

Develops and compiles the School Board's annual Capital Budget and six-year Capital Improvements Program.

Responsible for preparation of the Division's Annual School Report for submission to the Department of Education; coordinates school division staff in preparing information contained in the report.

Works with Tazewell County staff regarding capital funding for school construction VPSA bond sales, literary loans, and other funding methods

Serves as the Plan Administrator of the TCSD Defined Benefit Plan; supervises the duties of the Compensation and Benefits Analyst related to the administration of the Plan.

Assists Human Resources staff with the financial aspects of administering and evaluating the TCSD health insurance plans and other employee benefit programs; makes recommendations on employee benefit offerings.

Maintains liaison with Tazewell County Planning department on short term and long term enrollment forecasts.

Confers with Tazewell County School Attorney's office as needed.

Administers the School Division's property and liability insurance policies and coordinates administration of risk management activities.

Provides guidance to staff in the application of grants and other appropriate funding sources.

Coordinates procurement of goods and services for the School Board with Central Purchasing.

Over sees operations in the areas of accounting, financial reporting and budgeting.

Supervises, plans and coordinates School Board payroll activities.

Coordinates the annual audit of the school operating fund, cafeteria fund, and construction fund and account groups by an independent accounting firm.

Attends and prepares for a variety of scheduled school board meetings and work sessions as required.

Prepares various financial reports as requested.

Develops accounting and operating procedures related to school activity funds.

Over sees investment of school activity funds.

Coordinates the annual audit of school activity funds.

Consults Code of Virginia, Virginia State Board of Education directives, Virginia Retirement System directives, Internal Revenue Service Tax Laws for Employees Virginia State Auditor of Public Accounts directives, Governmental Accounting Standards Board guidelines, School Division's Policy Manual, for the financial operation of schools for York County.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of analytical methods and techniques applicable to the study of administrative problems and processes.

Thorough knowledge of the principles used in the development and administration of program management systems.

Thorough knowledge of generally accepted principles of governmental accounting and budgeting systems. Considerable knowledge of management information systems.

Complete understanding of the principles and practices of public procurement.

Skill to manage/lead staff.

Ability to direct a variety of accounting, budgetary, and general administrative activities.

Ability to analyze financial transaction recording systems, discern internal control and other problems, and to revise complex accounting systems and sub-systems.

Ability to communicate both orally and in writing.

Ability to deal successfully with department heads and other public officials, and to establish effective working relationships

Knowledge of school finance, budget procedures, and policies is required. Demonstrated ability to work effectively with school personnel, building administrators, teachers, and community members. The ability to present and deliver analytical data in an articulate manner to a variety of audiences, including oral presentations and written reports; ability to establish and maintain effective working relationships with school personnel, teachers, and administrators.

## **Education and Experience**

CPA or Bachelor's degree in accounting, business administration or related field with a minimum of 2 years of financial administrative experience in a public agency or any equivalent combination of training and experience which would provide the acceptable knowledge, skills and abilities, as evidenced in the following performance responsibilities.

## **Working Conditions:**

M-F 7:30 a.m. to 4:00 p.m. Twelve-month position. Attend school related activities as required outside of normal working hours. Attend community events as required.

2018-2019 Teacher Salary Schedule (top of the salary scale). Index of 1.368. Masters stipend \$1,789.00

## **Application Procedure:**

Apply Online [www.applitrack.com/tazewell/onlineapp/](http://www.applitrack.com/tazewell/onlineapp/) Complete the on-line application. Provide supporting documentation as required. References are required to provide written statements regarding reference of an applicant.

## **Selection Procedure:**

Review of applications; initial screening of applications; applicants selected for interviews; Initial interviews; final interview and selection by TCPS Superintendent and School Board.