

Westmoreland County Public Schools

Director of Finance

JOB POSTING

Job Details

Title

Director of Finance/Accounts Payable

Posting ID

189

Description

TITLE: Director of Finance

This position is exempt or non-exempt

PRIMARY FUNCTION: 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.

REPORTS TO: Division Superintendent or Designee

PREFERRED QUALIFICATIONS: CPA or Bachelor Degree in accounting, business administration or related field with experience in financial administrative experience in a public agency/public school division or any equivalent combination of training and experience which would provide the acceptable knowledge, skills and abilities, as evidenced in the following performance responsibilities.

- 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.
- Skills 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.

ESSENTIAL PERFORMANCE RESPONSIBILITIES: 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 Westmoreland County staff regarding capital funding for school construction VPSA bond sales, literary loans, and other funding methods.
- Serves as the Plan Administrator of the Defined Benefit Plan; supervises duties of the Benefits Specialist related to the administration of the Plan.
- Assists with the financial aspects of administering and evaluating the health insurance plans and other employee benefit programs; makes recommendation on employee benefit offerings.
- Maintains liaison with Westmoreland County Planning department on short term and long term enrollment forecasts.

- Coordinates the preparation of the federal Impact Aid application.
- 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.
- Oversees operating 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.
- Oversee 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 Westmoreland County. ? Performs other duties as assigned by the Superintendent or Designee.

Terms of Employment – Twelve months a year. Salary according to School Board Pay Plan.

EVALUATION: Performance will be evaluated in accordance with school board policy and administrative regulations on evaluation of certificated personnel. This job description in no way states or implies that these are the only duties to be performed by this employee.

Westmoreland County Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Shift Type
Salary Range
Location

Full-Time
Per Year
Central Office

Applications Accepted

Start Date **02/16/2022**