



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

## **JOB DESCRIPTION**

**ASSIGNMENT TITLE:**  
Director, Business and Finance

**DEPARTMENT:**  
Business and Finance

**EMPLOYMENT TERM:**  
12 Months

**GRADE:**  
G-224

**REPORTS TO:** Deputy Superintendent, Operations and Support

**SUPERVISES:** Assistant Director, Accounting. Assistant Director, Budgeting. Payroll Supervisor. Financial Services Specialist.

### **JOB SUMMARY**

Responsible for planning, leading and overseeing all financial functions of the school division to include accounting, budgeting, payroll, retirement services, and oversight of the student activity accounting function in order to ensure that public funds entrusted to Hampton City Schools are utilized effectively.

### **ESSENTIAL DUTIES**

1. Develops, directs, and implements policies, practices, plans, procedures, and activities for accounting, budget, payroll, and financial services to ensure that all fiscal issues and financial support services are conducted in accordance with applicable laws and regulations. Interprets policies and laws and implements changes as needed to maintain compliance.
2. Develops the financial reporting necessary to inform departments, senior management, and the School Board of the school system's financial condition with regard to both revenues and expenditures. Monitors the school division's financial performance to identify trends, which may necessitate change to the current or future years' budget plan. Provides accurate and timely forecasting of revenues from all sources and the realistic projection of expenditures.
3. Prepares the annual budget calendar and administers the timetable for budget development. Directs the budget development process through meetings with the Division Leadership Team, departments, School Board, and the Teacher's Advisory Council, ensuring the final product reflects the School Board's and Superintendent's educational priorities. Consults with Human Resources during budget development in order to capture changes to positions and/or salaries. Oversees the production of the annual budget document.

4. Coordinates and oversees year-end closing process, including close out of department spending, year-end purchasing priorities, and status of actual and anticipated revenue and expenditures. Provides regular updates to senior level executives. Oversees coordination of the annual Student Activity Funds and School Board audits.

5. Conducts continuing examinations of policies, procedures, and practices in accounting, budgeting and payroll, working with area supervisors to find and implement efficiencies as resources allow. Advocates for increased use of technology where appropriate, and provides data to support initial and continuing costs and payback period if applicable.

6. Responds to inquiries from the School Board, Superintendent, division officials, departments, employees, and external organizations regarding questions and issues concerning division financial data and processes.

## **JOB SPECIFICATIONS**

### **Education**

Master's Degree in accounting, business, or other related field.

### **License**

Certified Public Accountant designation preferred.

### **Experience**

Extensive experience in a senior level financial management position, preferably in public education.

### **Essential Technical/Motor Skills**

Ability to manipulate computer hardware, software, and general office equipment.

### **Interpersonal Skills**

Ability to positively interact and communicate effectively, both orally and in writing, with employees, management, the School Board, and the general public.

### **Essential Physical Requirements**

Ability to sit for long periods of time.

### **Essential Cognitive Skills**

High-level critical thinking and problem solving skills. Ability to organize and prioritize work. Ability to work under stress and adapt to stringent deadlines to provide accurate financial reporting. Ability to research, compile, analyze, and evaluate extensive amounts of data in order to identify trends and projections. Discretion in handling confidential/sensitive information. Comprehensive knowledge of financial management principles, fund accounting, and Generally Accepted Accounting Principles. Working knowledge of Virginia Public Procurement Act. Knowledge of data extraction procedures, spreadsheets, and financial systems.

### **Essential Sensory Requirements**

Ability to visually assess financial reports. Ability to communicate via e-mail or telephone to a variety of groups.

**Working Conditions**

Little to no adverse working conditions.

<b>DATES</b>		
<b>Created:</b> December 2013	<b>Last Reviewed:</b>	<b>Last Modified:</b>