

Isle of Wight County School Vacancy Announcement

Isle of Wight County Schools is seeking a Chief Financial Officer for the 2024-2025 school year. Isle of Wight County serves approximately 5,500 students and 900 employees. Please view the linked job description for specific roles and responsibilities.

This is a 12-month position. Salary will be based on the approved FY24 Administrator Pay Scale.

Title: Chief Financial Officer

Division: Finance

FLSA: Exempt

General Statement of Job

Plans, develops, directs, implements and is responsible for the School Division's operating budget, grants, capital budget and all other funds of the Isle of Wight County Schools. Responsible for the supervision of the Finance and Purchasing functions. Procures goods and services for the school system. Responsible for providing information to the general public in coordination with the Superintendent, and political bodies regarding the financial costs of goals and objectives of the school division. Provides leadership relative to implementation of the educational philosophy, goals and objectives through the careful stewardship of School funds.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates property, casualty and liability insurance program and works with the insurance consultant to obtain all necessary insurance policies for the school division and its employees;

Develops guidelines, procedures and policies in areas of responsibility;

Manages all financial activities including the preparation of financial reports and maintenance of financial records. Manages the preparation of the yearly operating budget and capital improvement plans;

Monitors expenditures of local school; prepares and manages budget;

Ensures IWCS is in compliance with federal, state, and local regulations and IWCS policies and procedures governing bids, requisitions and purchase orders;

Oversees the Medicaid reimbursement process; which provides a significant revenue stream;

Manages and coordinates the preparation of employee pay scales as well as employee contracts and other notices of employment;

Responsible for the management of the annual audit and coordinates with the county finance director in regards to annual audit activities;

Provides guidance and vision to the Finance Department. Oversees the processes of all departments to ensure end goals are achieved;

Coordinates the reimbursement process with SPED department to ensure the timeliness and accuracy of reporting along with maximizing all available reimbursements; and,
Performs other duties as assigned

Education and/or Experience

Bachelor's Degree in Business Administration, Education Administration or closely related area is required. CPA, MBA, or Master's in related field preferred.

Experience with an emphasis in accounting with thorough understanding of GAAP along with legal knowledge and contractual responsibility. Extensive technical analysis required with the development of the annual operating and capital budgets including the monitoring of these budgets on a daily basis.

Certificates, Licenses, Permits: None required.

Knowledge, Skills & Abilities

Knowledge of organizational and department planning and operational procedures; budgeting and spending, labor issues and efficiencies; IWCS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; general laws and administrative policies governing state and local finance practices and procedures; financial analysis; budgetary preparation and management; generally accepted accounting procedures and principles; banking procedures; cash management; expenditure and disbursement; federal, state, and local tax guidelines and laws; local state and federal regulations pertinent to K-12 education; and budget planning and fiscal management.

Skill in coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; effective oral, written, and interpersonal communication; preparation of periodic and annual reports for education entities; quantitative financial analysis; leadership; time management; analytical thinking; reporting; and business acumen.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; perform all accounting functions; use automated and manual financial management, accounting applications and programs; recognize situations requiring modified financial analysis and/or accounting procedures; use electron board software; learn and/or use relevant computer applications, including internet, email, Microsoft Office; prioritize assignments and meet deadlines; manage multiple tasks simultaneously.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

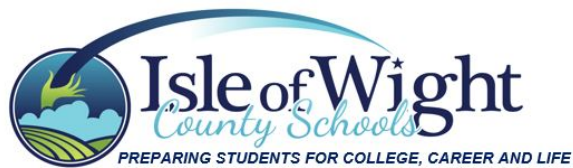
Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: Chief Financial Officer

DEPARTMENT: Finance

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☐ Smelling
 - ☐ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☐ Running Distance

- ☒ Standing
- ☒ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☒ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☒ Calculator
- ☐ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature

Date