



# Norfolk Public Schools

The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** Chief Finance Officer

**Posting Date:** February 14, 2023

**Closing Date:** Open Until Filled

**Job Type:** Full-Time

**Contract:** 7.5 hours/day  
252 days/year  
12 months/year

**Location:** Business and Finance

**Start Date:** TBD

**Pay:**  Salary  In the Range of: \$100,314 - \$201,302 (Grade EXEC)  
 Placement on Appropriate Grade and Step

### DEFINITION

The incumbent in this class is responsible for the development, implementation, review and execution of policies, practices, procedures and systems to ensure all fiscal matters and support services are conducted in accordance with applicable laws and regulations and that all funds entrusted to Norfolk Public Schools are utilized effectively, efficiently, and with integrity. The incumbent leads the accounting, grants, budget, procurement, and payroll functions within Norfolk Public Schools as well as other areas assigned by the Superintendent of Schools. The incumbent is also responsible for providing information to the general public and political bodies regarding the financial costs of the goals and objectives of the school division.

### SUPERVISION

Work is performed under the broad administrative direction of the Superintendent of Schools. There is considerable opportunity and responsibility for the use of independent judgment. The incumbent is accountable for making decisions having division-wide impact. Incumbent plans, directs, reviews, and evaluates the functions of the fiscal support services of the school division through senior level

Department of Human Resources

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administrators and managers including, but not limited to, the Senior Director of Accounting, Director of Budget, Senior Director of Purchases and Supply, and the Director of Payroll Operations. Additionally, the incumbent supervises technical and clerical staff.

## **DISTINGUISHING CHARACTERISTICS**

The incumbent is a member of the Superintendent's Executive Leadership Team. This senior executive position is on the same organizational level as other Chief positions such as the Chief Academic Officer, Chief Schools Officer, and the Chief Operations Officer. The incumbent is responsible for providing leadership, management, and administration of major multifaceted, mission-essential functions. Moreover, the incumbent is expected to play a major role in interdisciplinary project management and leadership teams to support and enhance the school division's educational mission.

## **ESSENTIAL FUNCTIONS OF THE CLASS** (Performs a variety of duties itemized below.)

Plans and develops the financial reporting framework necessary to inform the School Board, Superintendent of Schools, senior leadership and the public of the school division's financial condition with regard to revenues and expenditures. Closely monitors financial performance to identify trends that may necessitate budget-reprogramming actions. Oversees the accurate and timely forecasting of revenues from all sources and the realistic projection of expenditures. Initiates and takes appropriate action to ensure that total division spending does not exceed revenues.

Directs the development of the operating budget to reflect the School Board and Superintendent's educational priorities. The budget serves as the educational financial plan for Norfolk Public Schools.

Involves management at all levels in the school division to obtain input and receive meaningful and timely feedback on program execution. Shares interdisciplinary responsibility with other division chiefs for the equitable distribution of available resources. Oversees the strategic planning process that projects revenues and expenditures over a multi-year period.

Monitors accounting and financial systems and processes to ensure the financial statements accurately reflect the School Board's financial position and that supporting systems comply with governmental accounting standards and generally accepted accounting principles. Monitors accounting and financial processes in each school through the audit of school activity funds. Ensures that financial processes are uniform throughout the school division.

Oversees the development of effective and equitable procurement activities designed to ensure that the needs of all schools, departments, and support functions are met in a timely manner and that purchases are made in accordance with applicable laws and regulations. Encourages efforts to increase the participation



of small, women owned, and minority businesses (SWAM) in the acquisition of supply and contracts.

Oversees the delegation of purchasing authority to system organizations for routine procurement actions. Directs the implementation of on-line features of the school division's financial system to expedite the processing of purchase orders. Oversees the administration of the school division's procurement card program.

Oversees the payroll function. Incumbent is responsible for all aspects of employee payroll including compliance with all federal, state, and local regulations and requirements.

Conducts a continuing examination of policies, practices and procedures necessary to execute the fiduciary responsibilities of a larger public sector entity. Encourages and initiates improvements to ensure efficiency and effectiveness. Leverages state-of-the-art technology for program improvements. Maintains continuous contacts with other organizations to identify opportunities for improvement.

Establishes and maintains continuing dialogue with city officials to ensure cooperation between the city financial organization and the school division's financial components. Develops an understanding of the city's financial position to enable the most favorable presentations of the school division's needs.

Acts as fiscal agent on behalf of the School Board in approving expenditures and settling claims for goods, services, and payrolls. Administers contracts on behalf of the School Board. Reviews financial problems and issues with the School Board.

Responds to inquiries from the School Board, Superintendent of Schools, school division officials, those of other organizations, and the media concerning questions and issues related to the school division's financial and support activities.

Identifies and pursues potential revenue sources from federal, state and local sources including grants and local fees for services.

Performs other duties as directed by the Superintendent of Schools.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Broad and comprehensive knowledge of sound business practices, financial management systems, and local governmental practices.

Broad and comprehensive understanding of financial and administrative support functions and of pertinent technological methods to improve productivity.



Broad and comprehensive understanding of the use and application of performance measurement systems.

Effective communication skills in advancing the needs of the school division to the public, oversight groups, political entities, and other organizations as necessary.

Broad knowledge and understanding of the needs of public education and specifically the needs of Norfolk Public Schools as articulated by the School Board and Superintendent of Schools.

Ability to communicate effectively in writing and orally.

Ability to use data to make accurate analyses, evaluations and judgments regarding problems or issues affecting the school division and the ability to make accurate decisions on actions to be taken.

Demonstrated leadership ability.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Possession of a master's degree in business or public administration, accounting, financial management or other related field. Movement through progressively more responsible positions in financial management or controllership in large organizations, public or private sector or an equivalent combination of education, training, and experience that will provide the knowledge, skills, and abilities noted above. In the absence of a master's degree, a bachelor's degree in business, finance, or a related field combined with a professional license or certification, such as a Certified Public Accountant (CPS) may be substituted.

### **LICENSE/CERTIFICATION**

None

### **PHYSICAL ATTRIBUTES**

Work involves physical effort encountered in normal office activities.

### **HAZARDS**

Incumbent normally works in an office environment but is expected to visit all physical areas under his/her supervision, which could include warehouses, storage facilities or other non-office environments. Local and out-of-town travel is expected for meetings and professional conferences.



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## UNUSUAL DEMANDS

Work is performed in an office environment and is subject to inflexible deadlines and continuing stress to meet workload requirements in a timely, accurate, and fully satisfactory basis.

**To Apply:** All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief Human Resources Officer. Separate applications are required for **all** administrative positions. Application forms may be secured on the NPS website: [www.npsk12.com](http://www.npsk12.com).

## Staffing Contact

- D. Timothy Billups, pHCLE, SHRM-CP, PHR, IPMA-SCP – Chief Human Resources Officer – Administrative Personnel
  - Andrew Davenport – Human Resources Generalist – Classified Personnel (Operations)
  - Sonja Hale – Human Resources Generalist – Elementary Education Personnel
  - Michelle Lawrence – Human Resources Generalist – Classified Personnel
  - Erica Norfleet – Human Resources Generalist – Special Education and Resource Personnel
  - Amanda Schilling – Human Resources Information and Technology Specialist – Substitute Teacher & Athletic Coach Personnel
  - Michael Sheets – Human Resources Generalist – Secondary Education Personnel
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