

# Prince George County Public Schools

## Chief Financial Officer (646)

### JOB POSTING

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#### **Job Details**

*Title*

**Chief Financial Officer**

*Posting ID*

**646**

*Description*

**TITLE:**

Chief Financial Officer

**SALARY RANGE:**

\$96,971 - \$156,480

**POSITION TYPE:**

Exempt

**MINIMUM QUALIFICATIONS:**

- Master's degree in finance, business management or accounting highly desirable. Doctorate, CPA or SFO is preferred.
- Minimum of ten years of experience in public sector finance including at least five years of experience in a supervisory capacity; K-12 experience preferred; significant levels of experience may substitute for education.
- Must possess the ability to plan and supervise the work of others, excellent communication skills, and the ability to establish and maintain effective working relationships with staff and the public.

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Coordinator of Finance and Accounting Associates

**PRIMARY FUNCTION:**

This position provides leadership for budget, finance, and business affairs for the District and ensures funding of programs that support the Strategic Plan.

**PERFORMANCE ROLES AND RESPONSIBILITIES:**

- Supervises the overall program for budget and accounting; purchasing; fixed asset management; payroll and associated reports, including payroll tax reporting and retirement reporting.
- Reviews enrollment data and reports to ensure accuracy in estimated future student enrollment.
- Evaluates accounting procedures, systems, and controls in all division cost centers, ensure compliance with applicable laws and regulations, and recommends improvements in their design, implementation, and maintenance.
- Maintains a continuous auditing program for all funds and assists the district's independent auditors in conducting the annual and periodic audit.
- Plans and conducts needs assessments for improvement of district business operations.
- Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received
- Coordinates cash management with County Treasurer.
- Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
- Consults with the Superintendent and other staff as questions arise relating to the school division's business operation.
- Models the Strategic Plan Values: Lead, Innovate & Inspire.
- Performs other duties as assigned.

**REQUIREMENTS:**

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

**TERMS OF EMPLOYMENT:**

12 month contract; Grade D32

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

*Shift Type*

**Full-Time**

*Salary Range*

**\$96,971.00 - \$156,480.00 / Per Year**

*Location*

**School Board Office**

**Applications Accepted**

*Start Date*

**05/28/2024**