



HANOVER COUNTY PUBLIC SCHOOLS
Position Description
DIRECTOR, FINANCE

JOB TITLE: DIRECTOR, FINANCE	LOCATION: School Board Office
	WORK SCHEDULE: 12 month (261 days), 8 hrs/day
IMMEDIATE SUPERVISOR: Assistant Superintendent	PAYGRADE: Uniform Pay Plan
	SALARY SCALE: 22
SPECIAL REQUIREMENTS/DIRECT/INDIRECT REPORTS: Direct Reports	FLSA STATUS: Exempt

GENERAL RESPONSIBILITIES

Responsible for managing day-to-day operations of the school finance department including budget development and management, payroll, financial reporting, grants management, Medicaid reporting, private and public insurance billing, position control maintenance, student membership, pupil accounting, and school and departmental staffing. Provides leadership and support to central office staff as well as school principals/cost center managers in the management of appropriated funds and student activity funds. Provides support for the annual external audit and internal audit activities. Acts a liaison with County Finance, Purchasing, and Risk Management. Ensures all finance related operations are processed according to school board policies and regulations.

ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops and effectively implements all budgetary process guidelines, calendars, schedules, and coordinates the overall budgetary development process to ensure that superintendent's and school board's priorities are reflected in the budget document approved and published annually
- Supervises the financial support staff
- Supervises time and attendance data collection and balancing for payroll processing;
- Prepare various financial and management analyses as needed to respond to both internal and external requests for information including Freedom of Information (FOIA) requests
- Coordinates the preparation of required external financial reporting including the Superintendent's Annual Report, annual APA report, CAFR, Single Audit reports, Excess Cost Report and monthly financial status report for the School Board and Board of Supervisors
- Prepares Quarterly and Year End Financial Reports to be included in County wide presentation to the Board of Supervisors
- Serves on the Self Insurance Fund Steering Committee
- Maintain and manage the position control system that supports fair, equitable and fiscally solvent staffing allocations and compensation plans
- Supervises grant management and reporting;
- Manages Medicaid reporting;
- Stays informed of legislative, statutory or regulatory changes that affect school division resources or obligations by working closely with state and local governmental officials
- Coordinates pupil accounting activities for the division involving student membership projections, school based estimates, staffing, student membership data and state reporting requirements
- Ensure all fiscal related operations are processed according to school board policies and regulations, including contract management
- Provide financial training to division employees for appropriated funds and student activity funds

- Monitor and maintain proper budget amounts for self-sustaining accounts
- Prepare and Present board agenda items to School Board and Board of Supervisors
- Maintain capital asset records including construction progress
- Support/coordinate automated bookkeeping of SAF/reviews audit findings/assist school in addressing findings
- Manages private and public insurance billing for student services provided
- Approves all budget transfer requests
- Approves all journal entries
- Review and recommend school board policy and regulation changes
- Supervise and certify reimbursement requests for school division grants
- Works with grant coordinators and U.S. and Virginia Departments of Education
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess solid verbal and written communications skills. Must exhibit exceptional quantitative and analytical skills. Must also demonstrate solid management and supervisory skills. Must demonstrate experience in successfully compiling and completing the State's annual financial report. Must continue to keep abreast of all related governmental accounting and reporting standards affecting public education in Virginia.

EDUCATION AND EXPERIENCE

Bachelor's degree in accounting, finance, business administration, or public administration. MBA or MPA is preferred. Extensive public fiscal administration experience with evidence of successful management experience. Valid Va. Driver's License.
An equivalent combination of education and professional level experience may be accepted in lieu of preferred level of education.

CPA certification preferred.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the computer, telephone, social media, and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Work is regularly performed in an office setting. May require some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions. Travel to school sites throughout the County is common and periodic state or regional travel, including overnight stays is required. Attendance to meetings outside the normal duty hours is often required.

Updated Rev. 5/2022; 2/2016 (Rev. 05/13)

Hanover County Public Schools assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.