

Job Posting Title IRC185823
Job Title Director of Budget
Organization Name HCPS - Budget
About Us

Henrico County Public Schools is one of the six largest county public school divisions in Virginia with a nationally recognized educational program. Henrico County is a suburban community surrounding the city of Richmond, VA. We are 104 miles from the Atlantic Ocean to the east; 94 miles from the scenic Sky Line Drive to the west; 106 miles from Washington, D.C. to the north; and 75 miles from the North Carolina border to the south.

Mission

Henrico County Public Schools, an innovative leader in educational excellence, will actively engage our students in diverse educational, social and civic learning experiences that inspire and empower them to become contributing citizens.

General Statement of Duties

To provide direction for development of the annual school division operating budget, for the online school payments of student fees, and position control of all positions of the school division.

Essential Duties

GENERAL DESCRIPTION: The individual in this position provides direction for the school division in the areas of operating budget development, payroll functions, and information systems for administrative functions.

- Directs the development of the annual financial plan for operating budget.
- Monitors expenditures and revenues to ensure that the annual plan is followed and that the budget estimates are accurate.
- Performs fiscal impact analysis, as required, for legislation pending in the Virginia General Assembly.
- Provides financial management strategies for departments and agencies.
- Maintains a system for position control.
- Prepares and reviews reports for administration, School Board, state and federal agencies, and various research organizations. .
- Supervises and evaluates the work of budget office personnel.
- Provides overall direction for the school division's online school payments and student fee integration
- Interprets school board policies and regulations in matters pertaining to the budget function.
- Provides overall direction for the school division's HRMS position control systems.
- Performs the duties of Data Processing Interface for Oracle
- Assists all departments with financial calculations and salary/benefits data as needed.
- Maintain integrity and code of ethics to ensure taxpayer dollars are spent properly and accurately.
- Attends work daily and is engaged and on task.
- Performs other duties as assigned.

Minimum Qualifications

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of accounting and budgeting; thorough knowledge underlying general laws and administrative policies governing financial and personnel practices and procedures; ability to plan, organize and direct the work of subordinate employees; ability to establish and maintain harmonious working relationships with the public, employees and school and county departments; ability to prepare technical and informative reports; good judgment; considerable knowledge of information systems; or any equivalent combination of experience and training which would provide the required knowledge, skills and abilities.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in business or public administration with emphasis in accounting or finance and management; and six (6) years of successful professional accounting experience, including two (2) years in a supervisory position; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Information

Deadline – Open until filled

Anticipated Start Date – June 1, 2024

*Minimum annualized salary - \$116,467.98 (**The salary for this position will be prorated based upon the official start date**).

**Salary based on the 2023-2024 pay scale, subject to change based on adoption of the 2024-25 pay scale.*

Telework Schedule - Teleworking is a flexible work arrangement for staff; however, staff who telework on a recurring basis will need to come into the office a minimum of three (3) days a week for meetings, training, emergencies, specific work needs, tasks, or at the direction of the direct manager or Chief Financial Officer. If a staff member is scheduled to telework any given day and asked anytime to come into the office that day by the respective Chief Financial Officer, or Superintendent, the staff member is required to report to the location needed ASAP.

How To Apply

To be considered for the listed vacancy, you must submit an online application, resume and transcript via mail, fax, or hand-deliver to:

Henrico County Public Schools
Department of Human Resources
P. O. Box 23120
3820 Nine Mile Road
Henrico, VA 23223
Fax: (804) 652-3763

The School Board of Henrico County is committed to nondiscrimination with regard to sex (including pregnancy), gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law (except where such is a bona fide occupational qualification), in employment or in its programs and activities.