

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Director of Finance and Budget

JOB TITLE: Director of Finance & Budget	LOCATION: Caroline County School Board Office
IMMEDIATE SUPERVISOR: Chief Operations Officer	WORK SCHEDULE: 12-month PAY GRADE: 134 FY24 STEP RANGE: 0: \$76,692.72.35 15: \$111,065.44; 20: \$125,650.46
SPECIAL REQUIREMENTS:	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: <i>Education:</i> <ul style="list-style-type: none">● Holds a Master's degree with major coursework in finance, accounting, or business administration.● CPA license in the Commonwealth of Virginia, preferred● Substantial experience in comparable or highly related positions in school finance administration and leadership will be considered in lieu of any of the required credentials. <i>Experience:</i> <ul style="list-style-type: none">● Minimum of five years of increasingly responsible work experience as an accountant engaged in finance administration, with at least two years of public finance administration or leadership capacity.	

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated progressive success in business, finance, administration, or operations management;
- Ability to lead, organize, coordinate and implement programs, develop effective relationships, prioritize and manage complex projects;
- Managerial skills to include: participatory planning, decision making and problem-solving; organization, delegation, evaluation, and team building;
- Ability to think strategically to identify opportunities and challenges and plan for the future;
- Demonstrated project management experience;
- In-depth knowledge of budget development and management;
- Demonstrated transparency, ethics, and credibility in performing duties;
- Ability to successfully manage multiple tasks in a flexible manner;
- Evidence of presentation skills expertise with strong written and oral communication abilities;
- Experience with computerized accounting systems, spreadsheets, databases, word processing and emerging technology and information services;
- Ability to make decisions and resolve complex issues in a timely, organized manner;
- Outstanding human relations skills as demonstrated by being team oriented and working effectively with educational staff, students, and the general public; and
- Demonstrated excellent organization and time management skills.

ESSENTIAL DUTIES:

- Oversees the development, management, and coordination of the CCPS budget and fiscal policy aligned with CCPS goals and strategic plan;
- Supervises the effective and timely preparation and production of financial information and communications, and provides day-to-day support and guidance related to operations within the Department of Finance;
- Oversees the entire audit process for the consolidated financial audit with the county, with the school system as a major component audit, and then also with the school activity fund audits;
- Provides leadership and oversight in all matters related to the operation, coordination, and evaluation of all programs and initiatives within the department;
- Ensures compliance with the Code of Virginia, Virginia Department of Education (VDOE), and Caroline County Government legislation;
- Provides oversight and leadership for the development, submission of budgets, and approval of reimbursements related to state and federal grants and CCPS operating budgets;
- Maintains the charge of the administration of the financial affairs of the school system;
- Enforces the timely collection and posting of revenues;
- Oversees custody, safekeeping and investing, as permitted by law, of all funds and securities belonging to or by law deposited with, distributed to or handled by the school system;
- Oversees the disbursement of school system funds and approval all school invoices;
- Monitors supervision of all accounts;
- Implements and enforces controls of all expenditures on the basis of budgetary appropriations and allotments;
- Collaborate with Caroline County Administration, Director of Finance, and Treasurer;
- Perform reconciliations of school financial records with the County's financial records;
- Manages procurement, finance, accounts payable, and payroll staff and provides support to other department and oversight of school bookkeepers;
- Is responsible for the overall direction, coordination, and evaluation of the finance team;
- Carries out supervisory responsibilities in accordance with School Board policies and applicable laws. Responsibilities include: supervision of interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems;
- Presents at CCPS School Board meetings and public budget hearings, as appropriate; and
- Seeks, applies for, and facilitates grants aligned with the Director of Federal Program team within the school board office.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

TERMS OF EMPLOYMENT:

Salary and work schedule as adopted annually.

EVALUATIONS:

Performance on the job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.