Halifax County Public Schools

Job Vacancy

Job position: Director of Finance

Location: Central Office

Job Description:

To assume responsibility for budgeting, finance procedures, and related computer processing services as needed in the division.

Job Qualifications:

* A college degree or related experience.
* Have a combination of education and experience indicating knowledge and skill in school financial matters.
* Comprehensive knowledge of the principles and practices of accounting, auditing, and bookkeeping.
* Thorough knowledge of data processing and computer operation as applied to public school finance.
* Demonstrate skills in oral and written communication.
* Have demonstrated the professional and personal characteristics necessary for working effectively with school personnel and members of the community.

Duties and Responsibilities:

* To act as agent for the school board as provided by State law.
* To assist in the development of the annual operating budget under the direction of the superintendent.
* To oversee the operation of the budget.
* To direct purchasing procedures including bidding for materials, equipment, and services.
* To supervise the maintenance of an inventory of appropriate division property.
* To supervise the management of the textbook system for the division.
* To develop and implement reports that assist in analyzing various aspects of the financial process.
* To assist in assuring a timely and efficient payroll process by analyzing reports and supervising the payroll bookkeepers.
* To assist the Director of Maintenance in the annual development of the capital improvement program.
* To supervise, coordinate and evaluate the work of the Food Services Liaison.
* To manage all insurance programs.
* To assume other duties and responsibilities as assigned by the superintendent.
* Responsible for the Early Learning Center, elementary, middle, and high schools accounting software maintenance and updates.
* Review monthly financial reports from the schools.
* Serve as a liaison between the auditors and the school system.

Employment Information:

Estimated salary range $80,711.00--$115,791.00

Start date: To Be Determined

Apply to: Apply online at www.halifax.k12.va.us