



GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

POSITION DESCRIPTION

POSITION TITLE:	Chief Financial Officer FLSA: Non-Exempt/246 days/12 months
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GENERAL STATEMENT: The Chief Financial Officer is responsible for the preparation and monitoring of the division budget for the Operating, Food Services, Capital Improvements and Construction Funds; chairing the Scholarship Committee; preparation of the annual school report; coordination of insurance renewals (property insurance, liability, student accident, and health and dental insurance plans); and overseeing the division fixed assets, internal and external audit, school activity funds, payroll processing, and remittance of benefit payments.

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business Administration, or Finance, required; CPA/Master's preferred
2. Training in accounting (both cash and accrual)
3. Minimum five years experience in public school finance and educational budget management
4. Comprehensive knowledge of the principles and general laws governing school financial practices and procedures; thorough knowledge of school budgeting procedures; general knowledge of school administration operations; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school and county officials and associates
5. Proven leadership ability
6. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
 - Documentation of eligibility for employment in the U.S.
 - Virginia State Police/FBI criminal history background check
 - Virginia Department of Social Services background check
 - Tuberculosis test/screening completed within the last 12 months

ESSENTIAL DUTIES:

1. Serves on the superintendent's cabinet and provides advise and consent on matters related to finance, instruction, operations, and human resources.
2. Supervises Accounting Manager, Payroll Specialist, Benefit Specialist and Administrative Associate for Budget and Payroll.
3. Develops and compiles the School Board's annual budget. Oversees compliance of budget to federal, state and local budgetary and reporting guidelines
4. Annually forecasts operating revenues to be received from the Commonwealth of Virginia, the Federal government, local sources, and the governing bodies.
5. Assists the Chief Operations Officer in the development of the School Board's annual Capital Budget and five year Capital Improvements Program.
6. Responsible for preparation of the Division's Annual School Report for submission to the Department of Education; coordinates school division staff in preparing information contained in the report.
7. Monitors and projects budget revenues and expenditures.
8. Administers and evaluates the GCPS health insurance plans and other employee benefit programs; makes recommendations on employee benefit offerings.
9. Maintains liaison with Gloucester County Planning department on short term and long term enrollment forecasts.
10. Confers with Gloucester County Attorney's office as needed.

ESSENTIAL DUTIES CONTINUED:

11. Coordinates the preparation of the federal Impact Aid application.
12. Attends School Board meetings, related Board of Supervisors' meetings and Cabinet/Executive Leadership Team meetings.
13. Administers the School Division's property and liability insurance policies and coordinates administration of risk management activities.
14. Procures and administers benefits consulting services, health, dental, and disability coverages and voluntary benefits.
15. Procures and provides oversight for the administration of Section 125 plan and deferred compensation plans permitted under Sections 403(b) and 457 of the Internal Revenue Code.
16. Reviews and approves all federal grant reimbursements.
17. Maintains Omega permissions for division employees.
18. Reviews purchase requisitions and approving requisitions and purchase orders.
19. Reviews and approves all P-card transactions.
20. Prepares reports (State, Board, Annual Financial Report, etc.).
21. Works collectively with the Chief of Human Resources to prepare the district's pay plan for approval by the School Board.
22. Reviews travel requests and approves reimbursement requests.
23. Reviews student accident reports, insurance issues, etc.
24. Monitors and provides guidance to School Bookkeepers in matters related to the School Activity Fund accounts for all school in the division.
25. Adheres to Code of Virginia, Virginia State Board of Education directives, Virginia Retirement System directives, Internal Revenue Service Tax Laws for Employees Virginia State Auditor of Public Accounts directives, Governmental Accounting Standards Board guidelines, School Division's Policy Manual, for the financial operation of schools for Gloucester County.
26. Performs other duties as assigned.

PHYSICAL REQUIREMENTS: Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, fax machine, and document scanning equipment. No significant amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.