

Job Title: Director of Accounting & Finance
Position Code:
Job Classification: Exempt

Supervisor: Chief Financial Officer
Pay Grade: 50
Contract Length: 245 Days

Job Summary

Under the direction of the Chief Financial Officer (CFO), the position is responsible for the direct management of accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts, payroll, risk management and financial reporting. Position ensures appropriate policies, procedures, internal controls, segregation of duties and systems in place to maintain reliability and integrity of division financial information. Position works closely with division leadership, to provide guidance and education regarding financial procedures and to explore how the finance function can support division strategic initiatives. Position conducts in-depth financial analysis in assessing division risk as it relates to various division functions. Position acts as the school division's risk management coordinator. Position is responsible for the preparation of records and financial reports for submission to various regulatory and other governmental agencies and the School Board. Position will coordinate annual independent internal and external audits of various funds of the School Board.

Essential Duties

1. Oversees the direct management of accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts, payroll, risk management and financial reporting.
2. Ensures appropriate policies, procedures, internal controls, segregation of duties and systems in place to maintain reliability and integrity of division financial information, to include internal audit of division financial system transactions and workflow.
3. Provides division leadership appropriate support and training regarding financial procedures and explore how the finance function can support division strategic initiatives.
4. Conducts in-depth financial analysis in assessing division risk as it relates to various division functions.
5. Acts as the risk management coordinator for the divisions risk management program.
6. Coordinates annual independent audits of various funds of the School Board Serving. Acts the liaison to the external audit team during preliminary and final on-site fieldwork.
7. Collaborates with auditors to prepare audit schedules, journal entries, accounting analyses and other audit-associated data requirements required from various division functions.
8. Responsible for the preparation of records and financial reports for submission to various regulatory and other governmental agencies and the School Board in accordance with all generally accepted accounting principles (GAAP), auditing standards, GFOA and ASBO program standards as well as applicable authoritative pronouncements, policies, procedures and applicable state, federal and local laws. Financial reports include the School Board's Comprehensive Annual Financial Report (CAFR), Annual School Report (ASR) and School Board monthly financial reports.
9. Assists the CFO with development, direction and recommendations for policies, practices, plans, procedures and activities for all areas of responsibility to ensure accordance with applicable laws and regulations.
10. Oversees the administration and controls for all school activity fund statements and transactions.
11. Develops reporting KPI's, including operational and financial metrics.
12. Models nondiscriminatory practices in all activities.

(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.)

Other Duties

1. Performs any other related duties as assigned by the Chief Financial Officer or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a bachelor’s degree in business, finance, accounting, or a related field and some related experience in accounting; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Master's Degree in Business Administration (MBA) or Public Administration (MPA) preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) required. Must have 6-10 years of experience in Governmental Accounting and Finance as a Principal Accountant or similar position. Considerable experience in a supervisory role as well as coordination of complex Public-School Accounting, Financial Reporting, and Intergovernmental Grants. Must possess a comprehensive knowledge of, and the ability to practically apply, accounting practices and procedures. Working knowledge of Microsoft Excel, Word, and Access preferred. Must possess excellent analytical and organizational skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

Working Conditions & Physical Requirements

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those, which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Accounting & Finance Department Staff

Supervision Received: Chief of Finance

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Accounting and Finance will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Financial Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date