

**Job Title:** Supervisor Financial Reporting & Asset Management  
**Position Code:** 5870  
**Job Classification:** Exempt

**Supervisor:** Director Accounting & Finance  
**Pay Grade:** 46  
**Contract Length:** 245 Days

### **Job Summary**

The Supervisor Financial Reporting & Asset Management is responsible for a wide range of annual, quarterly and monthly reports to the School Board and financial reports for division leadership. This position will ensure accurate and timely reporting. Through audits and collaboration with NNPS departments, the supervisor will ensure compliance with financial standards and School Board Policies and Procedures.

### **Essential Duties**

1. Supervises and coordinates the preparation and submission of financial annual, quarterly, and monthly reports for the school division. These include reports to the School Board as well as financial reports for management. Financial reports include the School Board's Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), auditing standards for an unqualified opinion, Government Finance Officers Association program standards, Association of School Business Officials program standards and other applicable authoritative pronouncements.
2. Position is responsible for obtaining actuarial data needed for the ACFR.
3. Interprets and analyzes financial information posted to general ledger accounts.
4. Work with appropriate departments to correct errors and inconsistencies in financial entries, documents and reports.
5. Implements financial policies, procedures with regards to internal controls to safeguard division assets, protecting from loss theft or misuse.
6. Works with division ERP team to review financial system and banking transactions to ensure compliance with GAAP and division policies and procedures.
7. Supports the month-end and year-end closing processes, ensuring all financial activities are completed in an accurate and timely manner to support monthly and annual reporting.
8. Ensures accurate and timely financial reporting in accordance with GAAP and division policies and procedures.
9. Provides support in the development of communication to stakeholders, to include School Board, Executive Leadership, Senior Leadership and department managers.
10. Prepares detailed internal financial reports, including researching and explaining significant variances by working with departments and leadership.
11. Provides ad hoc financial reports, tables, exhibits as requested.
12. Leads financial reporting projects, such as the implementation of changes in accounting standards. The supervisor will ensure thorough and appropriate testing when changes and updates are made to the financial system modules used to generate internal and/or external reporting; assess the needs of division management, prioritize projects, and drive new reporting requirements to completion.
13. Interprets and analyzes financial information posted to general ledger accounts. Work with appropriate departments to correct errors and inconsistencies in financial entries, documents and reports. This includes oversight for the review of purchasing card (PCard) transactions, testing the effectiveness of P-Card controls, such as training, and measuring the level of compliance.
14. Implements financial policies, procedures with regards to internal controls to safeguard division assets, protecting from loss theft or misuse, working with division ERP team to review financial system and banking transactions are in compliance with GAAP and division policies and procedures.
15. Supports the month-end and year-end closing processes, including account reconciliation, ensuring all financial activities are completed and support accurate and timely monthly and annual reporting.
16. Lead and develop a team of financial professionals, providing guidance, training and performance feedback.
17. Serves as a liaison with external auditors. Conducts regular meetings to plan and execute audit processes.
18. Collaborates with cross-functional teams and City of Newport News Finance department staff to gather financial data used in the annual financial audit, ensuring accuracy, completeness and fairness of the data presented.

19. Reviews publicly disclosed division financial information for accuracy and consistency.
20. Stays abreast of industry trends, regulatory changes and best practices in financial data management and proposes and implements improvements to enhance financial processes and controls.
21. Determines the value of assets as well as assessing the future replacement, rehabilitation or maintenance costs. Develops and oversees the maintenance of the asset management system to include accuracy and completeness of asset listings, useful life and amortization values.
22. 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 Director Accounting & Finance 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) preferred. Must have 3-5 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 Department Staff

**Supervision Received:** Director Accounting & Finance

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Financial Reporting & Asset Management will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Accounting & Finance 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**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

07/2024 JSA