



CHIEF FINANCIAL OFFICER

GENERAL RESPONSIBILITIES

Responsible for the development, monitoring, reporting and execution (in conjunctions with other Superintendent and cabinet members) of the school division operating budget, grants, and all other funds of the VBCPS. Responsible for the supervision of the Office of Business Services, the Purchasing division via the Office of Business Services, the Benefits office, and the Office of Budget Development. The position is also responsible for providing information to the general public and political bodies regarding the financial costs of the goals and objectives of the school division.

ESSENTIAL FUNCTIONS

(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.)

- Assign work to staff.
- Research information.
- Develop financial plans.
- Prepare board agenda items.
- Meet with various cabinet members and budget managers.
- Develop school division budgets and monitor execution.
- Respond to information requests from various groups.
- Develop guidelines, procedures, and processes.
- Respond to public and newspapers.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of accounting and auditing; thorough knowledge of local, State and Federal school funding programs; ability to prepare and maintain complex fiscal records and systems; 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 city officials and associates; ability to view the "larger picture" and balance the needs and desires of each department with the overall goals and objectives of the school division; ability to view long term effects of decisions made by others and be able to proactively work with other departments and the city for the greater good of the division and the success of the strategic goals set by the School Board; requires discretion in the performance of duties; must possess the stamina to work peak times extraordinarily long hours and be able to withstand excessive pressure through public questioning and high profile exposure.

EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree in Business, with a Certified Public Accountant (CPA) certification and/or a master's degree in Business or Finance. Familiarity with governmental accounting.

Extensive experience in budgeting, accounting, auditing, and financial management.

Experience working within a large business with supervisory experience in accounting or finance.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of the position.

FLSA Status: Exempt	Description: 6/00, 7/20
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