

**Poquoson City Schools**  
**JOB DESCRIPTION**

**TITLE:** Executive Director of Finance

This position is  exempt or  non-exempt

**PRIMARY FUNCTION:** The director is responsible for financial operations. As such, the executive director is responsible for the proper accounting and reporting of financial activities, preparation and management of the operating budget and capital improvement plan.

**MINIMUM QUALIFICATIONS:** Degree in accounting, CPA, MBA, SFO preferred with a minimum of 3 years of financial administrative experience in a public agency or any equivalent combination of experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of accounting methods and techniques applicable to business and finance
- Thorough knowledge of the principles of budget development and administration of financial and business management systems
- Thorough understanding of the state and local government's budget process
- Thorough knowledge of generally accepted principles of governmental accounting and budgeting systems
- Considerable knowledge of management information systems and reporting
- Complete understanding of the principles and practices of public procurement and risk management
- Skill to manage/lead staff
- Ability to direct a variety of accounting and budgetary activities
- Ability to communicate well orally and in writing
- Ability to work successfully with department heads and other public officials

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Oversees accounting functions including auditing, budgeting, financial analysis, capital asset, property management, and payroll in accordance with generally accepted accounting principles, School Board policies and procedures, and all other applicable rules and guidelines
- Prepares the annual financial plan
- Establishes and maintains a system of accounts to ensure that allocations are accurate, revenues and expenses are properly recorded, expenses are within budget limits and fiscal practices are followed
- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and ensuring overall operations are within budget
- Oversees the Health, Dental and Tax Sheltered Annuity Programs
- Presents monthly financial update to the School Board
- Advise and assist in procurement activities for the division
- Ensures that the Board and division superintendent carry adequate insurance and understand the terms, conditions and limitations of the coverage
- Oversees grant and contract management and coordinates with legal advisors to finalize agreement terms; monitors contracts and maintains contract documentation
- Assists in the development of long-term organizational goals and objectives and division policies and procedures
- Establishes plans to achieve School Board goals
- Communicates effectively with multiple audiences
- Facilitates the effective day-to-day operation of the finance department and prepares records for audit

- Prepares a variety of periodic and special financial and statistical reports to include but not limited to: Annual School Financial, Per Pupil Cost, Maintenance of Effort, Required Local Effort reports
- Establishes good working relationships and collaborative arrangements with City staff community groups, politicians, and other organizations to help achieve the division's goals

**TERMS OF EMPLOYMENT:** Salary according to School Board Pay Plan and contract length 12 months

**REPORTS TO:** Division Superintendent

**EVALUATION:** Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.

**APPROVED BY SUPERINTENDENT: April 2016**