

## Job Description

**Job Title:** Chief of Finance and Operations

**Position Code:** 1E27, AE27

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 59

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for financial management of the school division – development, monitoring, reporting and execution of the school division operating and capital budgets, grants and other funds. Responsible for providing leadership and oversight to the areas of budget and planning, accounting and risk management, purchasing, payroll, technology, plant services, custodial services, transportation, child nutrition services, print shop, mail services and warehouse services. Position is responsible for providing information to the public regarding the financial costs of the school division and advises the Superintendent on financial and operational issues; communicates with the School Board, city staff and city council; ensures compliance with state/federal regulations.

### **Essential Duties**

1. Provide leadership to the operating and capital budget processes and the internal and external financial reporting process. Provide leadership and direction to select departments within the school division to ensure effective and efficient operations and enhance process and performance management: Technology; Budget & ERP; Accounting; Payroll; Procurement, Print Shop & Warehouse; Plant & Custodial Services; Transportation; and Child Nutrition Services.
2. Directs the preparation of an annual financial report in compliance with the Association of School Business Officials Association Standards, Government Finance Officers Association and related government accounting standards.
3. Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
4. Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
5. Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's finances and operations.
6. Serves as the school division's contact with members of the State Department of Education regarding financial information as required.
7. Oversees long-range facilities' planning and capital improvement planning.
8. Oversees division wide technology programs serving both students and staff.
9. Oversees the property, casualty, and liability insurance programs for the school division.
10. 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. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent.
2. Performs any other related duties as assigned by the Superintendent.

### **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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Master’s degree in, business management or accounting required. CPA is preferred. Minimum of 10 years of experience in one of a school division’s functional area including at least 5 years of experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working relationships with students, staff, parents, & the public. Must have significant experience with operating and capital budget development.

**Working Conditions & Physical Requirements**

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

**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:** Position provides overall supervision of Finance and Operations staff

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief of Finance and Operations will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. 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

Revised 06/2021 CR