

# Newport News Public Schools

## Job Description

**Job Title:** Supervisor II, Budget & Finance

**Supervisor:** Assistant Superintendent  
Business & Support Services

**Position Code:** 1E19

**Pay Grade:** 46

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

This is advanced professional and complex administrative work supervising and coordinating the functions of the Budget Office. Work involves preparing, presenting, and monitoring the School Division's budget. Supervision is exercised over a subordinate professional and clerical staff. The work is performed with wide latitude for exercising independent judgment under the general supervision of the Assistant Superintendent (Business and Support Services). This position supervises the distribution and collection of the annual Federal Impact Aid survey and textbook inventory.

### **Essential Duties**

1. Plans, directs, and supervises the annual preparation of the preliminary general budget for submission to the Superintendent, the proposed general fund budget by the School Board for submission to the City Council, and the final general fund budget for adoption by the School Board.
2. Forecasts various revenue and expenditure accounts with inputs from state and local sources; benchmarking school division spending with other school divisions or other standards.
3. Provides training to administrators and principals as necessary regarding their roles in the budget process.
4. Maintains automated budgeting systems to include a database of budget requests, various budget spreadsheets, and budget document files.
5. Prepares a monthly salary and benefit projections as well as analysis of actual revenues and expenditures from the budget.
6. Maintains, monitors, and reports on position data from the position control system.
7. Continually evaluates the applicability of new/improved methods of developing and presenting the budget with an emphasis on clearly articulating how the community's investment in education is being managed.
8. Develops both long and short-range financial plans for the school division; works with program managers to analyze the cost effectiveness of program operations as a basis from which to redirect funding; recommends alternative sources of program funding.
9. Serves on ad hoc and standing committees to provide financial expertise and determine possible budget impact.
10. Conducts complex analyses/studies of spending trends/patterns and other financial issues.
11. Supervises the administration of the Federal Impact Aid survey and textbook inventory.
12. Models nondiscriminatory practices in all activities.

### **Other Duties:**

1. Performs any other related duties as assigned by the Assistant Superintendent (Business and Support Services) 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**

Bachelor’s degree in business, accounting, finance or a related field (CPA/MBA preferred); six (6) years of progressively responsible experience in budget preparation and administration in a public or governmental setting; experience with automated financial systems and Microsoft Office Professional 97 or later software; experience in a supervisory capacity. Comprehensive knowledge of, and demonstrated ability to apply, budgeting and accounting principles, practices, methods and procedures. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Thorough knowledge of financial management and administrative principles, practices, and procedures. Skill in researching, compiling, analyzing, and evaluating extensive amounts of data on which to base forecasts and projections. Ability to provide timely and accurate financial reports. Ability to plan, assign, supervise and evaluate the work of a group of professional and clerical personnel. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, seniors, City officials and employees, and the public. Ability to advance with changing technology as it becomes available.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 25 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships.

**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 setting. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff in Budget Office

**Supervision Received:** Assistant Superintendent, Business & Support Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor II, Budget and Finance will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent 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 a copy of this job description and understand the contents.**

\_\_\_\_\_  
Employee Name (Print) Signature Date