

**Job Title:** Director Accounting & Finance  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** Chief Financial Officer  
**Pay Grade:** 50  
**Contract Length:** 245 Days

### **Job Summary**

Under the direction of the Chief Financial Officer (CFO), the position is responsible for direct management of accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts, payroll, risk management and financial reporting. Position ensures appropriate policies, procedures, internal controls, segregation of duties and systems in place to maintain reliability and integrity of division financial information. Position works closely with division leadership, to educate them regarding financial procedures and to explore how the finance function can support division strategic initiatives. This position will conduct in-depth financial analysis in assessing division risk as it relates to various division functions. This Position oversees the preparation of records and financial reports for submission to various regulatory and other governmental agencies and the School Board ensures timely and accurate annual independent internal and external audits of various funds of the School Board.

### **Essential Duties**

1. Oversees the direct management of accounting functions including accounts payable/receivable, ledger maintenance, revenue and asset accounting, student activity accounts, payroll, risk management and financial reporting.
2. Ensures appropriate policies, procedures, internal controls, segregation of duties and systems in place to maintain reliability and integrity of division financial information, to include internal review and analysis of division financial system transactions and workflow.
3. Provides division leadership appropriate support and training regarding financial procedures and explores how the finance function can support division strategic initiatives.
4. Provides oversight for successful independent audits of various funds of the School Board. This includes audit schedules, journal entries, accounting analyses and other audit associated data requirements required from various division functions are accurate and timely.
5. Provides support in the development, presentation and communication to stakeholders of financial and accounting data, to include School board, Executive leadership, Senior leadership and department managers.
6. Oversees the various financial funds such as Governmental, Fiduciary to include city retirement, Other Post Benefits Trust (OPEB), division self- insured health insurance, workers compensation to ensure accurate recording of revenue and expenditures used in budgetary and actuarial projections.
7. Oversees the preparation and submission of records and financial reports for submission to various regulatory and other governmental agencies and the School Board in accordance with all generally accepted accounting principles (GAAP), auditing standards, GFOA and ASBO program standards as well as applicable authoritative pronouncements, policies, procedures and applicable state, federal and local laws.
8. Oversees the administration and controls for all school activity fund statements and transactions.
9. Assists the CFO with development, direction and recommendations for policies, practices, plans, procedures and activities for all areas of responsibility to ensure accordance with applicable laws and regulations.
10. Facilitates NNPS local finance board meetings established to provide oversight of the Other Post Retirement Benefits (OPEB) trust, providing up-to-date investment and utilization information. Shares pertinent actuarial and investment data for use by the board to make informed decisions.
11. Develops reporting KPS's including operational and financial metrics.
12. Model's 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 Chief Financial Officer 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) preferred. Must have 6-10 years of experience in Governmental Accounting, Payroll and Finance 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 & Finance Department Staff

**Supervision Received:** Chief of Finance

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

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Employee Name (Print) Signature Date