



VACANCY ANNOUNCEMENT

ARLINGTON PUBLIC SCHOOLS

2110 Washington Blvd., Arlington, VA 22204

December 1, 2020

OPEN UNTIL FILLED

DIRECTOR OF FINANCE
JOB NUMBER P/E20-21.014

APPLICATIONS MUST BE SUBMITTED ONLINE AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.

Human Resources announces an opening for the position of Director of Finance in the Finance and Management Services department. This is a twelve-month position Grade E-16 on the administrative and supervisory salary schedule with a salary range of \$96,814 to \$145,817 (2020- 2021 Salary Schedule).

DISTINGUISHING FEATURES OF WORK

The Director of Finance interprets and advises principals, administrators, and staff on accounting and payroll procedures. The director also interprets financial policies and procedures and generally accepted accounting procedures.

ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration 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.)

- Establishes programs, accounts, budgets, codes, state codes, and continuously updates the system.
- Maintains the chart of accounts and continually updates as changes are needed.
- Advises program managers on the availability of funding and determines appropriateness of account charges; advises payroll unit on staffing and payment questions.
- Continuously reviews all funds and accounts to ensure that budgets and appropriations are not exceeded and revenues to ensure that funding is adequate; prepares status reports for Executive Leadership Team and the School Board, projecting availability of funds and potential overruns and budget shortfalls.
- Prepares federal and state claims for reimbursement, financial reports, audit statements, and fiscal reports.
- Prepares and maintains lease agreements, fee schedules, and financial policies and procedures.
- Prepares budgets for certain programs and works with the Budget Director on all annual budgets.
- Manages the general administrative functions of the finance office; approves special payroll and vendor requests for payment; approves all irregular Human Resources/Payroll requests; verifies availability of funds and appropriateness of account charges.

- Makes policy recommendations on financial matters; develops budgets and monitors grants.
- Collaborates and coordinates with the Oracle ERP functional team regarding system setup issues, granting rights to users, development of financial reports for management and end user departments, and implementation of new enhancements to support the initiatives of the school division.
- Coordinates with county offices such as treasurer, budget, and controller.
- Prepares combined annual financial reports, footnotes, and other required supplementary information.
- Coordinates workflow, preparation of audit schedules and samples for all fiscal year, federal, and state audits.
- Prepares the VDOE Annual School Report, SEFA reports, and other governmental agency reports.
- Supervises the work of a staff of 10 or more in functional areas to include AP, AR, Grants Accounting, Capital Projects, Cash Management, & Financial Analysis.
- Records and monitors bond issuance, capital financing, and reserve fund balances.
- Documents, reviews and updates finance processes and procedures to ensure KPIs and other performance indicators are met or exceeded to facilitate continuous improvement.
- Prepares and updates fixed asset schedules.
- Performs other related duties as required or assigned.

REQUIRED KNOWLEDGE AND SKILLS

- Experience working with students, families, and staff from various cultural and linguistic backgrounds.
- Broad knowledge of generally accepted budgeting, accounting, and related financial management principles and practices.
- Comprehensive knowledge of the operation and administration of an automated accounting, budgeting, and financial management system.
- Comprehensive knowledge of GAAP and GASB requirements, state law, IRS regulations, and Arlington Public Schools Policies and Procedures.
- Good knowledge of modern supervisory principles and practices.
- Skill in applying generally accepted budgeting, accounting, and related financial management principles and practices.
- Skill in interpreting GAAP and GASB requirements, state and federal law, and Arlington Public Schools Policies and Procedures as they apply to the financial management of the school system.
- Skill in providing sound financial management advice to top-level administrators and the policy-making body.
- Skill in researching and analyzing information and arriving at logical conclusions independently.
- Skill in maintaining records and preparing financial reports and statements.
- Knowledge of the VDOE Annual School Report process and requirements.
- Skill in using computer applications related to budget development and financial management.
- Ability to plan, direct, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with supervisor, subordinates, principals, Superintendent, program administrators, members of the school board, and state and county officials.

PREFERRED QUALIFICATION REQUIREMENTS

- CPA or advanced degree preferred.
- Oracle ERP system experience preferred.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in accounting or public/business administration, plus extensive experience in public school budgeting, accounting, and financial management, preferably including supervisory experience; or any equivalent combination of education and experience that would provide the required knowledge, skill, and ability.

APPLICATION PROCESS

Candidates must apply online and attach a resume, a written statement of interest in and qualifications for this position. Please complete the online Professional application on the APS website in the Employment section: www.apsva.us. A minimum of three letters of recommendation must also be submitted online as part of your application packet.

APPLICATIONS MUST BE SUBMITTED ONLINE AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.

PLEASE POST

EQUAL OPPORTUNITY EMPLOYER

PLEASE POST

It is the policy of the Arlington School Board, as stated in the School Board Policy G-2.30, that employment opportunities shall not be restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, pregnancy status, veteran status, gender identity or expression, and/or disability.