

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Director of Finance Position Description

LOCATION: Central Office

JOB CATEGORY: Professional

PAY GRADE: Grade 31

FSLA: Exempt

IMMEDIATE SUPERVISOR: Superintendent

GENERAL DEFINITION AND CONDITIONS OF WORK

Directs and coordinates activities concerned with financial administration of support services, including maintenance, transportation, construction, and food service; and supervises budget preparation.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Directs/coordinates preparation of budget;
- Prepares financial reports, final annual report;
- Maintains appropriate records on bonded indebtedness, debt services, etc.;
- Assists in requirements necessary for Bond Financing;
- Secures the required bonding on School Board employees;
- Attends School Board meetings and prepares reports, as requested by the Superintendent of Schools;
- Supervises bidding for materials, supplies, equipment, etc.;
- Maintains accurate pupil accounting records and reporting, as it related to the Annual School Report;
- Administers board insurance programs;
- Supervises individual school accounting records and booking procedures.
- Assists in the determination of fiscal compliance with the Standards of Quality;
- Administers the scholastic pupil insurance plan;
- Supervises the per pupil allowances for supplies, equipment, etc.;
- Assists the Superintendent in authorizing the building principals' requested purchases;
- Stays informed of current educational trends and programs for school finance;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect

for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;

- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of school finance, budget procedures, and policies is required. Demonstrated ability to work effectively with school personnel, building administrators, teachers, and community members. The ability to present and deliver analytical data in an articulate manner to a variety of audiences, including oral presentations and written reports; ability to establish and maintain effective working relationships with school personnel, teachers, and administrators.

EDUCATION AND EXPERIENCE

Preferred the candidate be a graduate of an accredited college or university. Candidate must have a minimum of five years in the accounting field, including supervisory experience.

SPECIAL REQUIREMENTS

Candidate must possess strong organizational skills. Must be able to provide own transportation to school- related functions and schools throughout the division. Frequent operation of office equipment is required. Must possess leadership qualities and personal characteristics necessary for working effectively with school personnel, administrators, and other adults. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in Central Office and schools throughout the division. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Regular contact with staff members,

administrators, and community members is required.

EVALUATION

The Superintendent will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.