

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Deputy Director of Finance and Human Resources

LOCATION: Central Office

JOB CATEGORY: Professional

PAY GRADE: Grade 25

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Finance and Human Resources

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs intermediate technical work involving planning, organizing and maintaining the school division budget and related tasks. Ensures Division compliance with federal, state, and local laws, regulations, and policies. Helps facilitate an effective Human Resources Program/service for all employees of the Division. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

Planning, organizing and maintaining the Warren County Public Schools budget, teacher licensure, and other tasks related to the budgeting and hiring processes.

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

- Collects and prepares data for records and reports;
- Serves as a substitute in the absence of the human resources or finance director;
- Maintains records and generates appropriate reports;
- Makes arithmetical calculations and projections;
- Attends school board meetings as needed;
- Processes documents and other materials related to budget matters;
- Maintains knowledge of county and school division budgeting laws and practices affecting the Finance office or school division;
- Operates standard office equipment to include, word-processing, and data processing equipment, and copiers;
- Supplies budget related information to staff members, building administrators, and others;
- Assists in planning, supervising, and maintenance of personnel information report systems;
- Prepares reports as requested by the Virginia Department of Education;
- Complies with and supports division regulations and policies;
- Maintains confidential information;

- Coordinates the review and analyses of proposed budgeted revenues and expenditures;
- Stays informed of current Human Resources trends and programs for Division schools;
- Assists with all proposed and adopted budget presentations;
- Monitors budget revenue and expenditures;
- Prepares and maintain related financial reports, records and files;
- Provides grants management and grant funding guidance;
- Communicates orally and in writing effectively with school personnel, central office employees, school board members, funding providers, and the general public;
- Checks and reviews a variety of budget data for accuracy, completeness and conformance to established standards and procedures;
- Models' non-discriminatory practices in all activities;
- Performs related duties as assigned by supervisor in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the budget process, terminology, and methods.
- General knowledge of budget principles and practices as related to the finance process.
- Thorough knowledge of standard office procedures, practices and equipment.
- Ability to maintain complex financial records and to prepare financial reports accurately.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with associates and communicate effectively verbally and in writing.
- Ability to work with deadlines under pressure and to manage multiple complex tasks.
- Ability to maintain an excellent customer focus and a high level of confidentiality.

EDUCATION AND EXPERIENCE

Preferred candidate may be a graduate of an accredited college or university with coursework in accounting, business administration, finance, public administration or experience in public finance administration and/or human resources.

SPECIAL REQUIREMENTS

Candidates must possess good moral character and are expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; 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, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental

conditions.

EVALUATION

The Directors of Finance and Human Resources will evaluate the performance on the ability and effectiveness in carrying out the above responsibilities.