

**HOPEWELL CITY PUBLIC SCHOOLS
CLASS SPECIFICATION**

Director of Finance / Clerk of the Board

GENERAL STATEMENT OF DUTIES

The incumbent in this single position class serves as the Chief Fiscal Officer, Budget Director, Agent for the Board, Procurement Officer, Internal Auditor.

SUPERVISION

Work is performed under administrative direction of the Superintendent. General supervision is exercised over information technology payroll, an accountant and secretarial support employees.

DISTINGUISHING CHARACTERISTICS

This is a single position senior administrative central office classification.

GUIDELINES

Hopewell City Public Schools School Board directives, policies, procedures, local, state and federal laws, regulations, mandates from VDOE and State Board of Education's regulations.

CONTACTS

The full range of Hopewell City Public Schools departments - administrative, faculty and support personnel; community groups, parents, School Board and City Council, vendors.

ESSENTIAL FUNCTIONS OF THE CLASS (May not include all duties performed).

Assists the Superintendent of Schools in the general fiscal organization and directs fiscal management activities; approves purchases and payments; implements, manages, oversees internal accounting and auditing activities.

Directs and participates in the preparation of the annual budget; monitors expenditures to ensure integrity/balance of revenue and expenditures; manages the development of capital projects.

Participates in the development of Board policy and administrative regulations to enhance legally compliant operations.

Supervises and approves payments to contractors and all school division vendors.

Serves as liaison with City of Hopewell finance, and other City officials as required or assigned.

Performs related work as required, or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Broad knowledge of the principles and practices of school finance and current educational trends.

Broad knowledge of both central and school-based fiscal policies and procedures, including the functions and support departments for which responsible.

Comprehensive knowledge of the fiscal policies of the Hopewell City Public Schools.

Comprehensive knowledge of school fiscal law - federal, state and local, and the regulations of the State Department of Education that govern school and school division financial policies.

Comprehensive knowledge of and ability to apply or ensure compliance with School Board policies, procedures and mandates.

Ability to manage fiscal and physical resources and to direct the operations of a broad range of activities through subordinate managers to successfully carries out the division's responsibilities.

Ability to plan, supervise, and evaluate work of professionals and administrators, and to participate in program assessment and evaluations.

Ability to establish and maintain successful working relationships with staff, students, and citizens.

Ability to communicate school system policies and programs to the general public, the media, and government officials.

Ability to communicate skillfully both orally and in writing, including preparing complex reports, making formal oral presentations, participating fluently in meetings, etc.

Good organizational, human relations and communication skills.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Possession of experience in fiscal management and or in school administration and extensive progressively more responsible experience as a CPA, school administrator; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability.

LICENSE/CERTIFICATION

PHYSICAL ATTRIBUTES

Work requires normal physical attributes required for walking, standing, sitting, operating office equipment, communication equipment, lifting, moving, carrying light equipment, supplies, etc.

HAZARDS/UNUSUAL DEMANDS

Some activities involve exposure to risks associated in dealing with emotional parents and students.

Most assignments include activities in schools, centers, in the community, and require one to have or arrange for own transportation.

Some assignments are subject to deadlines and inherent in tailoring and delivering programs to meet the needs of many divergent groups.

Involves night and weekend activities.

Interested candidates should send a resume and cover letter to the Personnel Director, Missy Shores, at mshores@hopewell.k12.va.us and apply online at www.hopewell.k12.va.us