

***Spotsylvania County Public Schools***  
***Chief Business Officer (2020-2021 School Year)***  
**Job ID: 1424**

**Position Type:**

Administration/Assistant Superintendent

**Date Posted:**

7/20/2020

**Location:**

Administrative Services - Fiscal Services

**DUTIES:** Under general direction of the Division Superintendent, the Chief Business Officer coordinates the operation of all fiscal activities of the Division; is responsible for the design, improvement, and implementation of the Division's fiscal systems; ensures good stewardship of fiscal resources; assures that all fiscal procedures are performed in an effective and accurate manner, according to the laws of the State and the Federal government and the requirements of the County office; serves as a resource to local school accounting functions; to select, train, and evaluate all employees in the department.

Additional responsibilities include:

- Prepares short-, medium-, and long-term financial forecasts for strategic planning purposes
- Oversees fiscal planning and implementation of the annual budget
- Determines contingency plans to manage unexpected financial challenges and recommend viable solutions to the Superintendent and School Board
- Prepares financial analysis reports and oversee the preparation of financial statements, annual audit, and tax filings, including compliance reports to local, state, and federal agencies related to government grants and business operations
- Builds sustainable relationships with colleagues at the County and key stakeholders
- Effectively communicates and collaborates with various stakeholders
- Interfaces directly with the School Board to ensure financial compliance and to communicate key financial goals and needs
- Evaluates the operating and capital budgets and makes strategic adjustments and recommendations to maximize the return in the investment in educational services
- Develops financial policies and protocols in conjunction with the School Board
- Serves as the primary staff liaison with the School Board and Finance/Audit Committee
- Ensures financial integrity of organization and compliance with capital requirements and covenants
- Decides financial strategies, maximizing financial flexibility and capital employed, while maintaining budgetary controls and fund source compliance
- Performs all other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:** Education code, federal, state and local laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts. Principles, methods and techniques of school finance and service delivery. Comprehensive

management principles, practices, and methods in areas of finance, operations, purchasing, and risk management. Methods of approaches to administrative planning, organizational development, and resource allocation. Personnel management principles and practices, including selection, training, supervision, and performance evaluation. Interpersonal skills using tact, patience and courtesy.

**Education & Experience:** Any combination of experience and education that would provide the required knowledge and abilities is qualifying.

- *Education:* Degree from an accredited college or university with an emphasis in business administration, finance, educational leadership, or closely related field.
- *Experience:* Five (5) or more years of experience in positions with progressively increasing responsibility and directly related to school financial and/or business administration is required.
- *Preferred Certification:* Certified Public Accountant (CPA)

**SALARY RANGE: \$115,880.00 to \$167,531.00**

**Vacancy is open until filled**

**Interested candidates are to apply online at:**

<https://www.applitrack.com/spotsylvania/onlineapp/>

Contact Dr. Michelle L. Colbert, Chief Human Resources Officer at [mcolbert@spotsylvania.k12.va.us](mailto:mcolbert@spotsylvania.k12.va.us) with any questions.