

Executive Director, Financial Services

Finance

P.O. Box 30035
Charlotte, NC 28230

Non Instructional/Support Services - Position - Other

Job Number 4600292535

Start Date

Open Date 01/17/2024

Closing Date

General Definition of Work

The executive director of financial services, under minimal supervision, performs senior-level work with extensive decision-making discretion planning, directing and reviewing the activities and operations of the Accounting/Auditing Department, including the preparation, processing and maintenance of the accounts payable, case receipts/investments, and general ledger functions. Employee performs advanced and supervisory work to carry out Board of Education policies and procedures related to the accounting and auditing functions of financial services under the direction of the Chief Financial Officer.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

PG 12/Full-time, 12 months

Reports To

Chief Financial Officer

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte- Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise, and evaluate assigned programs/staff in the district
- Plan, develop and implement the Accounting, Audit and Accounts Payable departments' goals and objectives in alignment with the district's strategic plan
- Recommend and administer policies and procedures and evaluate/recommend process improvements and cost savings activities
- Oversee the auditing functions mandated by state law as part of the financial delegation of responsibility to school treasurers
- Coordinate the external audit and approve all financial reports prepared by the department for use by parties within and outside the school system
- Evaluate the district's internal control structure and maintain control over ongoing functions of cash receipts, investments, payroll disbursements, vendor disbursements, and general financial recording of transactions
- Monitor district compliance with various laws, regulatory requirements, policies and regulations and professional standards related to financial matters
- Plan, organize and evaluate the operating systems of the financial services department and make any changes necessary to respond to the overall operating environment
- Communicate with staff as appropriate to disseminate information on finance or procurement related policy, procedures and schedules
- Interpret and direct implementation of state/federal-mandated policy, procedures and computations related to financial services matters in collaboration with supervisor
- Participate in, counsel and evaluate new projects, operational adjustments, and regulatory changes that have an impact on finance
- Research and prepare position statements/opinions on financial matters contemplated by state agencies, school system departments, professional groups and committees
- Maintain a customer focus and commitment to continuous process improvement and streamlined workflow for the purpose of increasing operational efficiencies

- Participate on a variety of cross-functional project teams and acts as a liaison to other departments to serve as a financial advisor
- Develop communication strategies for sharing complex financial information with a variety of audiences
- Maintain a customer focus and commitment to continuous process improvement and streamlined workflow for the purpose of increasing operational efficiencies
- Complete local, state, or federal surveys and reports accurately and promptly
- Participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system financial policies
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system finances
- Thorough knowledge of county and school board policies, procedures, and standards regarding funding, accounting, and auditing principles
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current

programs

- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree required
- Bachelor's degree in accounting or related area preferred
- Five (5) years' experience in business accounting preferred
- Equivalent combination of experience and education

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

# of Jobs	1.00
Salary: From	94661.00
Salary: To	123,053.00
Teacher Scale	N
Minimum Educational Requirements	Bachelors
Term	12 Month
Job Attachment	View Attachment

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