

Position Title:	DIRECTOR FINANCIAL SERVICES
Pay Grade:	Pay Grade 24
Reports to:	Chief Financial Officer
Position Description:	<p>The Director of Financial Services assists the CFO in managing all budget and financial activities for Florida Virtual School. The Director of Financial Services oversees all budget/finance activities to ensure appropriate systems are in place for proper accounting and expenditure of public funds. As a member of the President/CEO's Leadership Team, the Director of Financial Services participates in the school's overall planning, development, and evaluation.</p>
Primary Accountabilities/Deliverables:	<p><i>Standard Executive Responsibilities:</i></p> <ul style="list-style-type: none"> ▪ Executes organizational strategy. ▪ Maintains organizational culture. ▪ Develops and maintains accountable productive processes and procedures. ▪ Provides product innovation and direction. ▪ Liaises with all departments. ▪ Hires, develops, and mentors staff. ▪ Approves staff time-off requests. ▪ Prepares, Oversees and adheres to the Financial Services budget. ▪ Conducts annual reviews for department staff. <p><i>Specific Responsibilities:</i></p> <ul style="list-style-type: none"> ▪ Monitors compliance with legal and accountability measures. ▪ Insulates his/her supervisor from minor daily issues/problems. ▪ Accepts responsibility and authority for daily operations. ▪ Ensures appropriate systems are in place for proper accounting and expenditure of public funds. ▪ Develops and oversees procedures to ensure accurate and appropriate expenditure of state and federal grants received. ▪ Monitors and tracks monthly expenditures and cash flow. ▪ Monitors and tracks the collection of outside revenue.

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	<ul style="list-style-type: none"> ▪ Oversees compliance with the public procurement regulations. ▪ Serves as the initial point of contact between the Department of Education's Office and Funding and Financial Reporting. ▪ Ensures the accuracy and timely submittal of all reports required by the Department of Education relating to finance and accounting. ▪ Coordinates development of annual department budget. ▪ Assists in the development of the FLVS school-wide budget ▪ Researches and evaluates risk management opportunities and makes recommendation to FLVS, tracks and manages the risk exposure, and serves as the contact for insurance providers for property and capital. ▪ Oversees the operation of the facility including security, and construction. ▪ Serves as the liaison to outside auditors to ensure all information necessary to conduct the required annual audit of FLVS is provided to the auditors on time. ▪ Monitors performance of assigned staff. ▪ Assists with the evaluation of designated staff. ▪ Meets professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others. ▪ Performs other duties and responsibilities as assigned by his/her supervisor. ▪ All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.
<p>Education, Certifications, and Work Related Experience:</p>	<ul style="list-style-type: none"> ▪ Bachelor's degree with a minimum of five years experience in governmental accounting, finance, and budgeting or an equivalent combination of education and experience. ▪ CPA preferred. ▪ Demonstrated success in leading the financial control process in a governmental accounting environment. ▪ Florida Public School District experience preferred.
<p>Knowledge Base Requirements:</p>	<ul style="list-style-type: none"> ▪ Possesses strong knowledge of governmental accounting, budgeting, auditing, and financial reporting ▪ Ability to interpret and communicate Federal regulations, Florida Statutes, Florida Board of Education Rules, and Department of Education technical/budget bulletins. ▪ Demonstrates proficiency in organization and coordination skills. ▪ Works as a team member and leader. ▪ Employs innovative problem solving techniques to accomplish objectives.

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<p>Technical Competencies and Skills:</p>	<ul style="list-style-type: none"> ▪ Works with minimal supervision and meets deadlines. ▪ Possesses interpersonal and organizational skills. ▪ Demonstrates proficiency in, Excel, Word, and Lotus Notes.
<p>Working Conditions:</p>	<ul style="list-style-type: none"> ▪ Location: Orlando office. ▪ Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. ▪ Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communication ability. ▪ Environmental Factors: Tasks are regularly performed without adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. ▪ Florida Virtual School is an Equal Opportunity Employer. ADA requires Florida Virtual School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.