



## **FINANCIAL MANAGEMENT SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Business Services, the position is responsible for conducting and supervising the research, analysis, development and summarization of financial information for audit and financial reporting purposes, and the maintenance and monitoring of the financial management system.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintain and monitor integrated financial management system, which includes setting up new account segments and account code combinations, establishing new funds, testing and implementing system upgrades, training, and coordinating with city staff.
- Develop and update complex financial reports as needed.
- Assist internal and external departments/offices with resolving problems or questions related to the financial management system.
- Analyze and make adjustments, as needed, to financial records and reports.
- Assist bookkeepers, coordinators, principals and administrators on day-to-day financial matters.
- Monitor the appropriate use of CIP projects including proper coding and overall financial management.
- Monitor sales tax and other revenues monthly.
- Assist in the preparation and completion of monthly interim financial statements, the Superintendent's Annual School Report, the Comprehensive Annual Financial Report (CAFR), and other reports as assigned.
- Assist internal and external auditors with analysis work related to the integrated financial management system.
- Import, correct and post payroll twice a month into the financial management system.
- Review and reconcile account coding of employees between payroll and human resources to ensure proper accounting of salaries and benefits.
- Supervise and manage assigned staff.
- Serve as Deputy Fiscal Agent for the School Board in absence of Fiscal Agent and Deputy Fiscal Agent (Accounting Coordinators).
- Assist with the Lawson payroll system, SFO School Funds Online bookkeeping system, 1099PRO reporting system, and the BuySpeed AP module system (enhancements/upgrades/testing/issues) as it relates to and affects the Oracle financial management system; attend related meetings, etc.
- Serve as liaison between the City of Virginia Beach and Virginia Beach City Public Schools regarding integrated financial management system; attend weekly and monthly meetings, demonstrations, training sessions, and troubleshoot issues and problems that may occur.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of the principles, practices and procedures of accounting and auditing, and local, state and federal school funding programs. Must have the skills necessary to develop detailed documentation and communicate financial information and results. Must have the ability to apply appropriate commercial law knowledge in the review of contractual agreements; comprehend and apply microcomputer languages and software packages to complex tasks; and test and implement new programs. Must be able to provide guidance to staff, departments, and schools in school finance guidelines, policies, and procedures. Must have the skills necessary to communicate and relay financial information to federal, state, and local agencies with tact and diplomacy. Must be detail oriented and have the interpersonal skills to communicate and respond to questions regarding grants, financial systems, and accounting from various departments, agencies, and the Virginia Department of Education.



**EDUCATION AND EXPERIENCE**

Must have a Bachelor’s Degree with a concentration in accounting from an accredited college or university required; Master’s Degree in public administration (MPA) or business administration (MBA), preferred. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certification preferred. Must have two to four years of progressive experience in Governmental Accounting and Finance as a Principal Accountant or similar position/experience as well as experience supervising professional and para-professional employees.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license