

DEPARTMENT:	<u>Financial Services</u>	REPORTS TO:	<u>Chief Financial Officer</u>
JOB CLASS:	<u>Executive Director</u>	PAY GRADE:	<u>24</u>
EXEMPT STATUS:	<u>Exempt</u>	DATE:	<u>04/18/2017</u>

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Executive Director, Financial and Treasury Services leads the strategic development, administration, and monitoring of financial and treasury related policies, procedures, and programs, ensuring compliance with all applicable statutes, regulations, and DOE requirements. The Executive Director, Financial and Treasury Services assists the Chief Financial Officer in all financial and treasury activities for Florida Virtual School and for *The Foundation for FLVS*. The Executive Director, Financial and Treasury Services ensures the timely processing of properly authorized financial and banking transactions and preparation of accurate and appropriate financial reports. The Executive Director, Financial and Treasury Services oversees all accounting and banking functions of the School and *The Foundation for FLVS*.

ESSENTIAL POSITION FUNCTIONS:

- Develop policies and procedures related to financial and treasury management
- Provide leadership and oversight to all financial functions including accounting, budget, payroll, grant management, and expense management
- Partner with senior leadership on operational and strategic issues and provide recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Develop, oversee, and adhere to a department-based budget
- Prepare the annual financial report in accordance with requirements of Florida Department of Education, Generally Accepted Accounting Principles, and Governmental Accounting Standards Board for the School
- Prepare the annual financial report for *The Foundation for FLVS* in accordance with the requirements established for non-profit 501(c)(3) organizations
- Provide financial leadership and assistance to the Executive Director, *The Foundation for FLVS*, with financial planning and financial policies and procedures
- Oversee the preparation of monthly and other periodic financial statements for the School and *The Foundation for FLVS*
- Develop cash flows and investments strategies for managing the School's and *The Foundation for FLVS*'s cash for operating needs
- Act as the liaison with bank trustees and financial advisors to the School and to *The Foundation for FLVS*
- Provide oversight, coordination and preparation of documents necessary for banking transactions for the School and for *The Foundation for FLVS*
- Direct the administration of payroll and accounting services teams
- Oversee and manage the competitive grant process from pre-planning activities through final reporting and close-out for state, federal, and competitive grants

- Provide guidance in establishing policies and processes to ensure compliance and high levels of customer service within the Finance department
- Perform analytical procedures to verify the accuracy and completeness of financial data
- Ensure the integrity of the general ledger system, post transactions, perform high level reconciliations and oversee monthly and year-end close-out
- Keep the Chief Financial Officer informed of critical issues about which the CEO and Board of Trustees should be aware
- Oversee the production of all reports of financial activity for stakeholders
- Work closely with departments to meet the financial analysis and reporting needs
- Recommend policies, procedures, and/or actions to the CFO for the purpose of providing direction for meeting the School's strategic goals and objectives
- With and through staff, develop plans and identify expected goals for each section in the unit
- Manage all operations and functions within the unit consistent with School goals
- Provide input as to the establishment of efficient and effective financial processes and system needs
- Serve as the primary liaison to outside auditors to ensure all information necessary to conduct the required annual financial audits of Florida Virtual School and *The Foundation for FLVS* are provided to the auditors on time, accurately, and in compliance with Florida Statutes
- Maintain appropriate financial records for federal and state grant requirements; facilitate the draw down process; advise grant managers of federal and state regulations regarding financial practices ensuring compliance with the Policies and Procedures Under the Uniform Grant Guidance and DOE
- Manage staff in the collaboration with Enterprise Project Management Office (EPMO) and Information Technology (IT) personnel in areas which affect accounting functions such as data processing, data & document storage and accounting system technical concerns
- Responsible for keeping up to date on current technology being used by FLVS. With the support of the school, attends training to ensure skill level in various technologies is at the level required to perform in current position
- Lead and manage assigned direct reports; Evaluate the assigned department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree in accounting, finance or related field from an accredited institution
- CPA, preferred
- Florida Public School District government accounting experience, preferred

Experience:

- Eight years governmental accounting, finance, and budgeting experience
- Five years of progressive experience leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities
- Experience maintaining a general ledger system

Knowledge, abilities and skills:

- Knowledge of governmental accounting, budgeting, auditing, and financial reporting
- Ability to effectively make decisions regarding the implementation of changes to the financial accounting software systems
- Ability to interpret, communicate and implement Governmental Accounting Standards Board statements
- Ability to interpret, communicate and implement 501(c)(3) publications
- Ability to interpret, communicate and implement Federal regulations, Florida Statutes, Florida Board of Education Rules, and Department of Education technical/budget bulletins
- Ability to analyze information and formulate solutions for implementing financial accounting software system
- Strong interpersonal and organizational skills
- Ability to review, classify, prioritize, and analyze problematic situations
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

DIRECTOR COMPETENCIES FOR SUCCESS:

LEARNING ON THE FLY <i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i>	PRESENTATION SKILLS <i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i>
PRIORITY SETTING <i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	BUSINESS & FINANCIAL ACUMEN <i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
COMPOSURE <i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	DEALING WITH AMBIGUITY <i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.