

## **Director of Finance and Operations**

The Director of Finance and Operations serves as the Chief Financial Officer for the school division and oversees all of the business and finance operations of the school division. This position reports directly to the Superintendent of Schools.

### Major Responsibilities:

- Oversee day-to-day management of the school division budget, including monitoring of cost center budgets, account, purchasing, compensation planning and position control;
- Prepare monthly and other reports as appropriate for the School Board;
- Oversee the development of the budget;
- Oversee preparation of payroll;
- Complete required state financial reports;
- Supervise Finance and Operations staff;
- Coordinate School Nutrition, Transportation, and Maintenance departments;
- Oversee health insurance, VRS, TSAs, and any benefits program offered;
- Provide direction for purchasing and RFP development;
- Support and coordinate school bookkeepers;
- Supervise county staff in preparation for and response to annual audit of Goochland County Public Schools accounts and school activity accounts.

This is a 12-month position that reports to the Superintendent.

Any questions should be directed to Dr. Linda A. Underwood, Superintendent, at [lunderwood@glnd.k12.va.us](mailto:lunderwood@glnd.k12.va.us) or by phone at (804) 556-5601.