POSITION: CHIEF FINANCIAL OFFICER

REQUIREMENTS: SEE JOB DESCRIPTION BELOW

DUTIES: SEE JOB DESCRIPTION BELOW

LOCATION: Walker-Grant Center

SALARY: (Depending on Education and Experience)

BEGINNING DATE: TBD

SEND LETTER OF INTEREST AND RESUME TO: Eileen M Pospisil, HR Specialist, empospisil@cityschools.com

APPLICATION CLOSING DATE: UNTIL FILLED

NOTE: Fredericksburg City Public School Division does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status or disability in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which application has been made.

PLEASE POST: September 22, 2026

FREDERICKSBURG CITY PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: CHIEF FINANCIAL OFFICER

PRIMARY FUNCTION:

To administer the business affairs of the division in such a way as to provide the best possible educational services with the financial resources available.

QUALIFICATIONS:

1. Hold a bachelor's degree or equivalent, have a minimum of five years of appropriate related experience and/or training. Master's degree preferred.
2. Have at least five years of experience in administration and/or supervisory positions.
3. Have demonstrated the professional and personal characteristics necessary for working effectively with school personnel and members of the community.
4. Experience with Munis or public-school finance required.
5. CPA, or equivalent preferred.

REPORTS TO: Superintendent

GENERAL PERFORMANCE RESPONSIBILITES:

1. Acts as agent for the School Board as provided by the state law.
2. Plans, organizes, controls and directs the accounting activities and functions of the division; projects, monitors, maintains and accounts for the fiscal health of the division; make presentations to the Board.
3. Attends and oversees the preparation of reports for all School Board meetings.
4. Provides technical expertise, information and assistance to the Superintendent regarding assigned functions; assists as needed in the formulation and development of fiscal policies, procedures and programs.
5. Prepares or supervises preparation of all audit related materials and worksheets; completes superintendent's annual school reports.
6. Communicates with other administrators, division personnel, city staff, auditors, and outside organizations to properly manage division activities and programs; resolves issues and conflicts and exchanges information; meets with administrators on respective budget and financial needs.
7. Assists division staff in budget and accounting functions, executes all necessary journal entries and budget transfers, creates and runs ad hoc revenue and expenditure reports.

8. Oversees the preparation of various division budgets; monitors and revises division budgets following adoption.
9. Monitors state and federal grant financial reports and reimbursements.
10. Oversees the preparation and maintenance of a variety of state and federal financial reports; prepares various narrative and statistical reports, records, and files related to the Finance Department.
11. Attends and facilitates a variety of meetings/workshops to maintain current knowledge of legislation, legal codes and requirements; reviews changes in school finance; serves as the School Division representative/liaison to outside organizations.
12. Oversees all insurance programs, including health, property/liability and
13. Workers Compensation.
14. Oversees the School Nutrition Program, including all procurement of and payment for salaries/and staff benefits, supplies, equipment; administers all related accounting and reporting.
15. Supervises and evaluates the performance of assigned staff.
16. Operates a computer and other office equipment; prepares reports and communicates with multiple software platforms, including MS Office; administers division access and use of accounting package shared with the city.
17. Performs any other appropriate duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

12-month contract paid on administrative salary scale.

EVALUATION:

Performance on the job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.