



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 5/25/2022

### Supervisor, Facilities Financial

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Facilities

Primary Location: Facilities Services

#### Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

#### Job Overview

The Facilities Financial Supervisor assists the Executive Director, Chief of Facilities, with the administration of the Facilities Services annual budgets (Operations & Maintenance, Capital Improvement Program, Capital Renewals and Alterations Program, and Capital Asset Preservation Program), including preparation of financial reports, data and financial analysis, responses to request for information, and supervision of staff. Manages the financial resources for multiple Facilities Services offices included are Construction Services, Facilities Operations (Maintenance Operations, Custodial Operations, Facilities Contracts Management, Energy Management), and Environmental, Health & Safety. The Facilities Financial Supervisor will represent the Executive Director, Chief of Facilities, when necessary.

#### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Collects financial data, formats reports, researches, and answers questions regarding reports; exercises supervisory responsibility for and directs assignments of Facilities Financial employees; manages the process and recording of all Facilities related financial transactions; coordinates issuance of approved disbursements for all Facilities funds from County, State and Federal Governments and other sources
- Supervises the preparation of financial and statistical reports for the financial management of Facilities funds; reviews the monthly financial reports and prepares comments for the Executive Director, Chief of Facilities; approves correspondence related to Facilities Financial matters to appropriate staff; advises, consults, and communicates with program managers on financial issues
- Communicates through written reports and in person with department heads regarding program reviews and recommendations that support opportunities for continued business improvement
- Assigns, leads and prepares monthly expenditure, utilities and overtime projections for Facilities Services by specified classifications
- Reviews and provides feedback to management related to accounts payable transaction documentation for payments and purchase cards, and the appropriate use of current procurement methods for goods and services
- Coordinates workflow with Business and Financial Services staff, recommends changes as necessary and prepares special analyses and financial reviews as assigned by the Executive Director, Chief of Facilities

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- Serves as Essential Personnel and may lead Facilities Services response to facility emergencies or other incidents impacting school operations
- Performs supervisory duties for assigned staff

### **Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

#### **Education**

Bachelor's Degree in public administration, business, accounting or related field

#### **Experience**

Five (5) years of progressive work experience, with a minimum of two years in supervisory position coordinating public sector financial management, or equivalent combination of training, education, and progressive experience that would provide the required knowledge and abilities

#### **Licenses and Certifications**

#### **Knowledge, Skills and Abilities**

- Strong organizational, communication, and interpersonal skills
- Possess knowledge of the theory, principles, practices and techniques of public sector accounting and financial management systems, and the ability to work under pressure in a fast-paced financial management and accounting operations environment
- Able to analyze and evaluate financial management procedures and make recommendations for efficiency
- Demonstrates high standards of conduct and ethics, as well as appropriate judgment, independence and discretion

### **Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

**ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

**Remote Work Disclosure**

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.