



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

FINANCIAL MANAGEMENT SPECIALIST

GENERAL RESPONSIBILITIES

This position is assigned to the Department of Budget and Finance and is responsible for the maintenance and monitoring of the assigned financial management systems, and for conducting and supervising the research, analysis, development and summarization of financial information for audit, budgeting and reporting purposes.

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.)

- Assist with the implementation of the Oracle Enterprise Resource Planning (ERP) Financials Cloud suite, in partnership with the City of Virginia Beach, which includes attending meetings/training sessions, testing/troubleshooting budget and finance related activities within the system and developing/conducting internal training programs and materials.
- Maintain and monitor integrated financial management systems and Cloud-based platforms.
- Monitor revenues and expenditures monthly.
- Assist internal and external departments/offices with management of day-to-day budget and financial matters, and problem solving/resolution.
- Monitor and/or review and reconcile account coding of employees between the Office of Payroll Services and the Department of Human Resources, to ensure proper accounting of salaries and fringe benefits.
- Monitor non-personnel expenditures monthly and forecast the budgetary and financial impact of volatile line item expenses (e.g. fuel, utilities, gas, water, etc.)
- Assist in the preparation and completion of monthly interim financial statements and/or budget summary reports. (i.e. Superintendent's Annual School Report, Comprehensive Annual Financial Report (CAFR), Superintendent's Estimate of Needs, the School Board Proposed and Approved Budget documents, etc.)
- Develop, analyze and update complex reports; adjust budget and finance records as needed.
- Monitor budget and finance activities related to the Capital Improvement Program (CIP) and overall financial management.
- Serve as a technical liaison to work with the City of Virginia Beach, internal department contacts and outside vendors regarding integrated financial management systems.
- Perform related work as required.

Business Services Functions

- Perform system maintenance and financial management by setting up new account segments and account code combinations, testing and implementing system upgrades, providing training and coordinating with City of Virginia Beach staff.
- Assist with interfaces for the division payroll system, 1099 reporting system, and the BuySpeed AP module system (enhancements/upgrades/testing/issues) as they relate to and affect the Oracle Cloud financial management system; attend related meetings, etc.
- 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.
- Serve as Deputy Fiscal Agent for the School Board in absence of Fiscal Agent and Deputy Fiscal Agent (Coordinators of Accounting).

Budget Development Functions

- Perform system maintenance and budget management by exporting and importing data to set up web-based functionality for end users, adding/editing chart of account segments, troubleshooting problems with system functionality, creating/updating reports, acting as a liaison with vendors and coordinating activities with the Department of Technology staff.
- Write and/or run programs and reports in response to budget-related information requests from internal and external sources and in support of the School Board Planning and Performance Monitoring Committee.
- Assist with the setup and maintenance of a collaborative, cloud-based program designed to automate the production and publishing of budget documents.
- Design, build, implement and maintain role-based dashboards using real-time data across multiple functions and systems to improve decision making and performance management.
- Serve as a budget development team leader for process improvement and system implementation and upgrade projects.
- Assist with review/updates of School Board Policies and Regulations related to Business and Non-Instructional Operations.

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Rose Army



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