



Title: Deputy Superintendent-Financial Services

Reports to the Superintendent

Columbia based position

Job Brief

The South Carolina Public Charter School District (PCSD) is seeking an experienced educational finance leader to serve in the position of Deputy Superintendent of Financial Services to lead the PCSD and the forty-one schools currently within its portfolio. This position reports directly to the PCSD Superintendent.

In addition to the qualifications outlined below, the ideal candidate is inspired by the PCSD mission, vision and values and believes in putting kids first. This candidate will possess excellent customer service skills, enjoys working with educators at all levels, and will maintain a positive, innovative, and solutions-based problem-solving mindset. This includes empowering schools through training, implementation, development, support, and capacity building.

Responsibilities:

- Leads Financial Services team in management of oversight practices, driving processes related to the financial functions of schools and the District Office, managing the team and District budget, managing the team goals and growth as a unit, and ensuring the development and implementation of quality authorizing standards in relation to financial services in order to fulfill the mission and vision of the PCSD.
- Manages the system of development and implementation for financial technical assistance to portfolio schools that is aligned to the District's framework for support, differentiated by school performance, maturation, and financial health.
- Develops and oversees standard cost accounting systems, including the recording, processing, and compiling of financial data not captured by normal accounting processes.
- Oversees through supervisory personnel the following budgetary processes: policy interpretations, development and dissemination of procedures, data accumulation, economic forecasting, budgetary request preparation and analysis, estimate revisions, final budgetary consolidation, internal and external presentations, and financial and statistical reporting.

- Ensures proper internal control procedures are developed, implemented, and maintained.
- Advises the District Superintendent and leadership team about budgetary goals and objectives.
- Advises external agency officials, elected officials, and constituents about budgetary and planning requirements.
- Oversees the planning, development, and implementation of accounting policies and procedures applicable to the financial needs of the PCSD and the schools within its portfolio, including budgeting.
- Develops strategies and initiatives that strengthen the PCSD's financial and budget functions.
- Directs and oversees the financing of the PCSD's programs with other state agencies and public and private entities.
- Oversees and directs staff of professional budgeting and accounting personnel engaged in complex accounting work covering state and federal statewide programs.
- Oversees and ensures program compliance and financial audits.
- Directs financial analysis and planning.
- Directs PCSD's conformance with generally accepted accounting principles and reporting requirements of federal, state, and local agencies.
- Keeps abreast of changes in external and internal reporting requirements.
- Directs the preparation, analysis, and interpretation of annual and interim financial reports to assist both internal and external users in decision making.
- Supports the Chief of Charter Development in the review of charter applications and the onboarding of new, transfer, and developing schools in preparations to operate autonomously and effectively within the PCSD portfolio, including the maintenance of relevant guidance documentation and training modules, as well as ensuring the transmission of a school-level understanding of needed in-house infrastructure, staffing, and capacity in the areas of school operations and finance.
- Strategizes and drives professional development offerings aligned with financial needs and school goals to improve the overall financial performance in PCSD's portfolio of schools.
- Oversees and directs operations staff including but not limited to Human Resources staff, the District office facility, and maintenance contracts.

Required Qualifications:

- A bachelor's degree in accounting, finance, business, or a related field and professional experience in a related area, such as accounting, auditing,

finance, or banking.

- Executive-level role at the school, district, or state level, with 5 or more years progressive experience in school finance.
- Knowledge of the principles, practices, and theories of accounting, auditing, banking, budgeting, or financial management. Knowledge of governmental finances and institutional fund accounting.
- Ability to manage a large staff of paraprofessional and professional accounting and budgeting personnel. Knowledge of educational financial information and reporting systems.
- Knowledge of state and federal laws and regulations applicable to the area of employment.
- Knowledge of state governmental fiscal and budgetary processes.
- Knowledge of office management and organizational concepts. Ability to plan and implement a complex financial management system.
- Ability to interpret and analyze financial data and reports.
- Ability to interpret complicated federal and state statutes, rules, and regulations pertaining to applicable programs.
- Ability to communicate effectively both orally and in writing.

Preferred Qualifications:

- A masters degree in finance, business or related field.
- Successful experience as a district or state-level school finance administrator.
- Certification as a School Business Official.
- Familiarity and experience with a variety of educational finance platforms, including those used routinely by PCSD, including but not limited to GAPs and SmartFusion.
- Knowledge and understanding of charter schools, and the South Carolina Charter Schools Act.

Interested Applicants should send their resume and cover letter to Jackie Snell, Director of Human Resources, at jsnell@sccharter.org no later than February 17, 2023.