



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** General Accounting Manager

**Posting Date:** February 12, 2025

**Closing Date:** Open Until Filled

**Job Type:** Full-Time

**Contract:** 7.5 hours/day  
252 days/year  
12 months/year

**Location:** Accounting Department

**Start Date:** TBD

**Pay:**  Salary  In the Range of: \$78,408 - \$129,294 (Grade J)  
 Placement on Appropriate Grade and Step

### DEFINITION

This is administrative and supervisory accounting work, requiring a high degree of independence, with the primary responsibility of processing accurate financial data and analysis for efficient operation of the school division. An employee in this class is responsible for directing activities involved in the receipt and disbursement of funds. The work involves administering the general ledger and the Munis Financial System, accounts payable, accounts receivable and capital assets.

### SUPERVISION

Under the general supervision of the Senior Director of Accounting, the incumbent will assist in the planning, directing, reviewing and evaluation of the work in the accounting division. This position serves in an acting capacity during the absence of the Senior Director of Accounting, with responsibility for carrying out essential functions associated with the senior director's position; to include, the supervision of all personnel.



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**DISTINGUISHING CHARACTERISTICS**

This is a single position class, second in command in the division when designated.

**ESSENTIAL FUNCTIONS OF THE CLASS** (May not include all duties performed)

Assists with and collaborates on the work of the accounting division; specifically, being responsible to supervise personnel assigned to accounts payable, accounts receivable, school rentals and capital assets management.

Conducts reconciliations of the general fund accounts and bank account reconciliations.

Monitors internal controls, monitors and assists fiscal agencies, and records journal vouchers.

Reviews and approves general journal entry posting and invoices for refund/payment.

Reconciles remittance and reviews overall general ledger functions on a monthly basis.

Prepares monthly cash flow analysis.

Coordinates the annual audit of the school division serving as the main point of contact.

Prepares the Annual School Report, School Board and City of Norfolk financial reports, bank reconciliations, and month-end and year-end closings.

Responsible for submitting payroll taxes, and preparing forms 1099.

Reports unclaimed property to the state and conducts several other financial activities.

Responsible for other duties as assigned at the discretion of the Senior Director of Accounting.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of financial practices for state and local governments.

At least 5 years of experience with automated financial systems and applications.

Expert level user of Microsoft Excel, Adobe DC, and Microsoft Word.



Incumbent must possess the ability to supervise and to communicate effectively and professionally, both orally and in writing. Incumbent must have analytical and diagnostic skills.

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in accounting, finance or related field from an accredited university; (Master's degree preferred), and at least 5 years of experience working in an accounting or financial auditing environment primarily involved in state and local government accounting procedures and practices.

### **LICENSE/CERTIFICATION**

Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Administrator of School Finances and Operations (SFO), preferred.

### **PHYSICAL ATTRIBUTES**

Work involves normal physical effort including sitting, walking, standing, reaching, bending in performance of normal office activities.

### **HAZARDS**

Work involves exposure to normal, everyday risks in an office environment.

### **UNUSUAL DEMANDS**

Work is performed in an office and requires no unusual demands.

**To Apply:** All applications, resumes, references, transcripts, and supporting documentation for this position must be submitted to the Chief Human Resources Officer. Separate applications are required for all administrative positions. Application forms may be secured on the NPS website: [www.npsk12.com](http://www.npsk12.com).

### **Staffing Contact**

- Dr. Sherry Agnew-Scott – Chief Human Resources Officer – Administrative Personnel
- Amanda Schilling – Director – Substitute Teacher & Athletic Coach Personnel
- Sonja Hale – Human Resources Generalist – Elementary Education Personnel (Cluster I)
- Erica Norfleet – Human Resources Generalist – Operations and CAB Personnel
- Michael Sheets – Human Resources Generalist – Secondary Education Personnel
- Alexis Thornton – Human Resources Generalist – Classified Personnel (Cluster II)

Department of Human Resources  
800 E. City Hall Avenue, P.O. Box 1357 • Norfolk, VA • 23510-1357  
Phone: (757) 628-3905 • Fax: (757) 628-3983 • [www.npsk12.com/human-resources](http://www.npsk12.com/human-resources)



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