CHIEF FINANCIAL OFFICER

Gloucester County Public Schools

Gloucester County Public Schools is seeking an experienced professional to serve as Chief Financial Officer (CFO), providing executive leadership for all financial operations of the school division. This recruitment profile provides background information on the community and the school division. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as Chief Financial Officer.

This recruitment profile provides background information on the community, the division, and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as Chief Financial Officer.

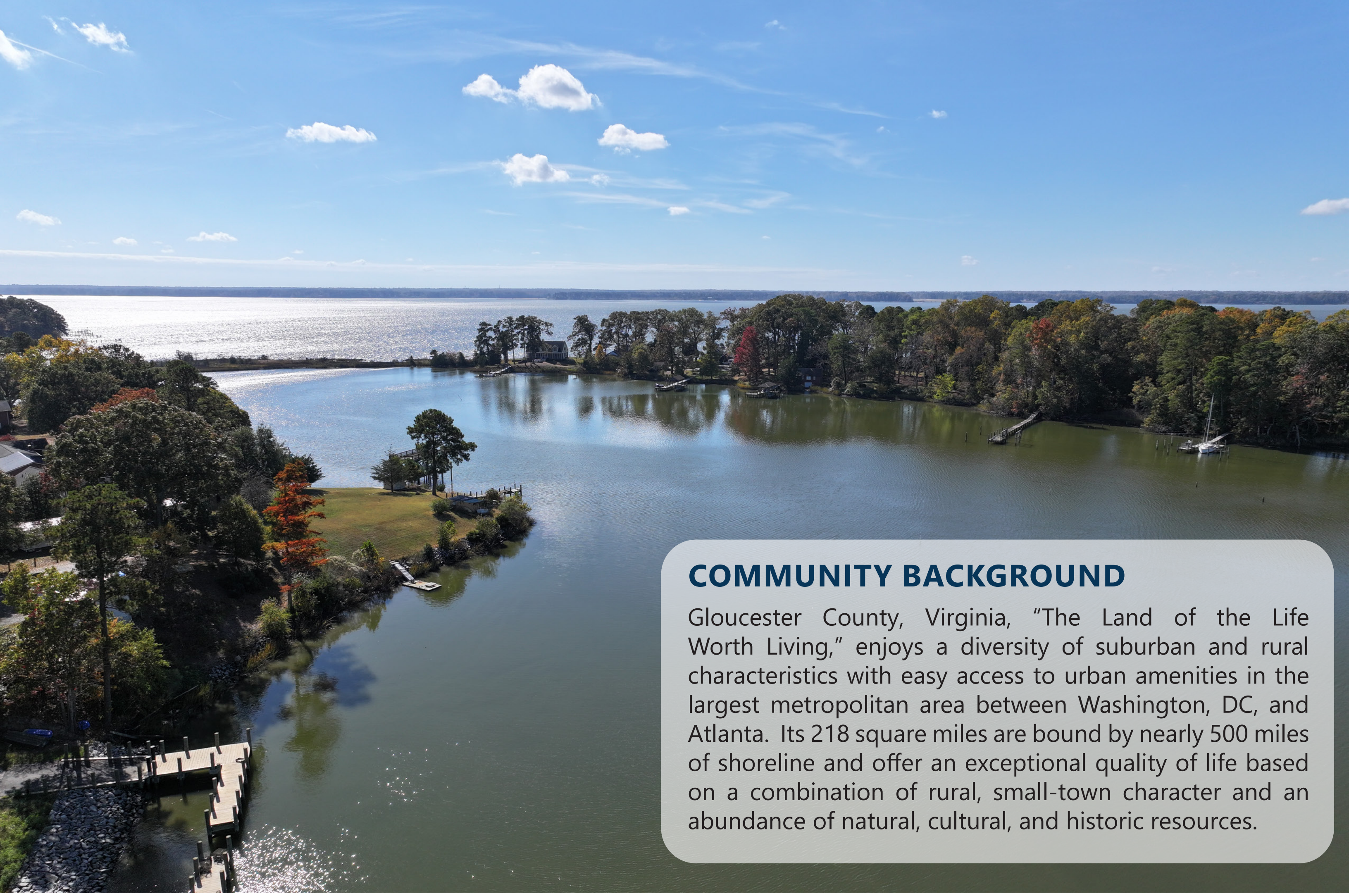
Qualified candidates are encouraged to submit a cover letter, resume, and professional references to Berkley Group via email at scott.baker@bgllc.net. While the position is open until filled, the formal review of applicants will begin August 31, 2026. Inquiries relating to the Chief Financial Officer position may be directed to:

Scott Baker, Director of Public Education

Berkley Group, LLC

Email: scott.baker@bgllc.net

Mobile: (540) 940-0051



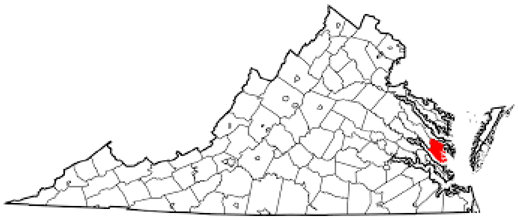
COMMUNITY BACKGROUND

Gloucester County, Virginia, "The Land of the Life Worth Living," enjoys a diversity of suburban and rural characteristics with easy access to urban amenities in the largest metropolitan area between Washington, DC, and Atlanta. Its 218 square miles are bound by nearly 500 miles of shoreline and offer an exceptional quality of life based on a combination of rural, small-town character and an abundance of natural, cultural, and historic resources.

THE SCHOOL DIVISION

Gloucester County Public Schools is a high quality and progressing school division that is transparent, hands on, and student centered. The school division, governed by an elected School Board, serves approximately 4,700 students with five elementary schools, two middle schools, and one high school. The County's only high school, built in 1976, recently underwent a nearly $70 million renovation. All schools are fully accredited, and the school division is ranked #1 in its region for overall academic performance, top three in Coastal Virginia, and 15th overall in the commonwealth. Gloucester students earned ten placements in the top 10 statewide, and four of the schools were recognized as Best Schools by US News and World Report. In January 2026, Botetourt Elementary School was named a National Blue Ribbon School, one of only 350 in the nation. Gloucester County Public Schools also earned the Virginia Purple Star Award in recognition of its strong commitment to supporting military-connected students and their families, only one of six divisions to do so.

Gloucester is committed to workforce development, as reflected by the 75% of students who take one or more courses in career preparation on site, including agriculture, automotive technology, construction and carpentry, cosmetology, cybersecurity, culinary, medical sciences, NJROTC, and criminal justice. This has led to a 56% increase since 2023 in industry credentials earned by students. The school division also participates in several regional partnerships—including the Chesapeake Bay Governor's School, the Governor's School for Science and Technology, and Summer Residential Governor's Schools—that provide advanced educational opportunities for high school students. It also participates in the Governor's Health Science Academy and the Greater Peninsula Governor's STEM Academy with multiple regional partners. The New Horizons Regional Career & Technical Education Centers offer an array of career and technical education courses, supplementing those offered by the school division.



THE POSITION

The Chief Financial Officer serves as the chief financial advisor to the Superintendent and School Board and provides executive leadership for all financial operations of the school division. As a member of the Superintendent's Cabinet, the CFO collaborates with all areas of the school division to provide financial support and leadership as needed. The Chief Financial Officer, based on the Superintendent's direction, is responsible for the preparation and financial administration of the annual operating and six-year capital improvements budgets. He or she ensures the proper accounting and reporting of all financial activities of the school division. Other responsibilities include management of accounts receivable, accounts payable, payroll, and risk management; and coordination of audits of School Board funds and student activity funds. The CFO also functions as the primary monitor of revenue trends and events affecting federal, state and local revenue streams.

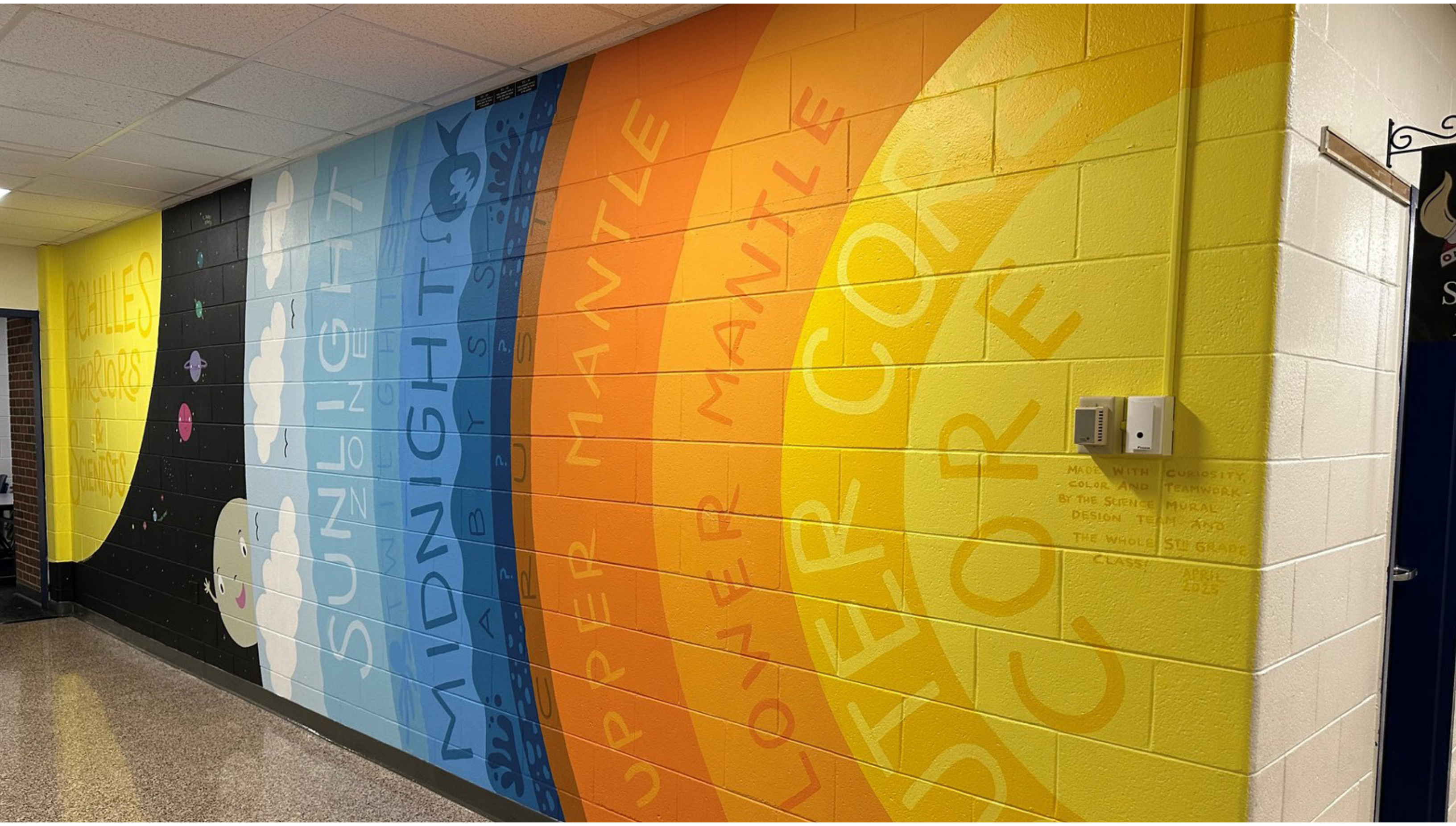
QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- A bachelor's degree in Accounting, Business Administration, Finance, or related field is required; a master's degree is preferred. Certified Public Accountant (CPA) designation is preferred; Certified Administrator of School Finance and Operations (SFO) designation is desired.
- Minimum of three (3) years of progressively responsible financial management experience within a nonprofit, governmental, or educational organization. Supervisory experience preferred.
- Experience in public school finance preferred. Public school finance experience in Virginia is desirable.
- Comprehensive knowledge of the principles and general laws governing school financial practices and procedures and school administration operations.
- Experience in governmental accounting, budget development, financial forecasting, grant management, and capital planning.
- Demonstrated experience presenting financial information to governing boards, elected officials, and community stakeholders.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of accounting—both cash and accrual—and Governmental Accounting Standards Board (GASB) requirements.
- Thorough knowledge of federal and state grant compliance requirements.
- Knowledge of school finance, Standards of Quality (SOQ) funding, and Virginia public school budgeting practices.
- Ability to develop long-range financial forecasts and financial models.
- Ability to present complex financial information to diverse audiences, including elected officials and community stakeholders.
- Ability to lead organizational change and continuous process improvement initiatives.
- Thorough knowledge of internal control principles and risk management practices.
- Thorough knowledge of generally accepted principles of governmental accounting and budgeting systems. Considerable knowledge of management information systems.
- Complete understanding of the principles and practices of public procurement.
- Demonstrated leadership and supervisory skills.
- Ability to direct a variety of accounting, budgetary, and general administrative activities.
- Ability to develop and communicate ideas both orally and in writing.
- Ability to deal successfully and establish effective working relationships with division and school leadership as well as county officials.



PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Committed to ethical, equitable, honest, and open interactions with the Division Superintendent, members of the School Board, community members, and all Gloucester County Public Schools employees.
- Tactically agile, flexible, and adaptable in changing circumstances, in pursuit of a strategic vision; solution oriented; a problem solver.
- Strong communications and interpersonal skills including the ability to listen effectively and understand differing views.
- Approachable and empathetic with a customer service mindset.
- A role model, coach, and mentor for employees; dedicated to the professional development of staff; able to build a competent staff team.

PERFORMANCE RESPONSIBILITIES

- Serves as a member of the Superintendent's Cabinet and advises the Superintendent and School Board on financial, operational, and strategic matters affecting the division.
- Provides long-range financial planning and multi-year forecasting to support the School Board's strategic goals and capital priorities.
- Promotes financial transparency through the preparation and presentation of financial information to the School Board, County officials, employees, and the public.
- Develops and oversees the School Board's accounting system and financial reporting in accordance with the Virginia Department of Education, Auditor of Public Accounts, and federal regulations.
- Develops and compiles the School Board's annual budget, ensuring compliance with federal, state, and local budgetary financial reporting, and fiscal accountability requirements. Solicits feedback from budget stakeholders throughout the budget development and approval process.
- Prepares the district's salary scales for approval by the School Board.
- Monitors the financial position of the school division based on enrollment and other data.
- Prepares and submits the monthly financial report to the School Board.
- Annually forecasts operating revenues to be received from the Commonwealth of Virginia, federal government, County government, and local sources.
- Monitors federal and state legislative activity and evaluates the fiscal impact of proposed legislation, regulations, and funding changes.
- Develops, compiles, and monitors the six-year capital improvements plan.
- Prepares, coordinates, and submits all required annual financial, statistical, and operational reports, including the Virginia Annual School Report, to the Virginia Department of Education and other regulatory agencies.
- Coordinates the preparation and submission of the federal Impact Aid application.
- Assists Human Resources staff with the financial aspects of administering and evaluating the GCPS health insurance plans and other employee benefit programs; provides recommendations on employee benefit offerings.
- Coordinates with Gloucester County staff, financial advisors, bond counsel, and other stakeholders regarding capital financing, VPSA bond issuances, literary loans, and other funding mechanisms for school construction and renovation projects.
- Confers with the Gloucester County Attorney's office as needed.
- Maintains liaison with the Gloucester County Planning department on short-term and long-term enrollment forecasts, in collaboration with Student Services.
- Administers the school division's property, liability, and student accident insurance policies and coordinates administration of risk management activities.
- Provides guidance to staff in the application of grants and other appropriate funding sources.
- Oversees grant administration and the reimbursement of state, federal, and local funds.
- Oversees and coordinates procurement of all goods and services for the School Board.
- Supervises, plans, and coordinates School Board payroll activities.
- Coordinates with the County the annual audit of the school operating fund, central food service fund, capital improvements fund, and school activity funds by an independent accounting firm.
- Prepares for and attends School Board meetings and work sessions as well as related Board of Supervisors meetings as required.
- Oversees compliance with federal Maintenance of Effort (MOE), Excess Cost, and the annual Special Education Plan.
- Develops accounting and operating procedures related to school activity funds.
- Oversees the banking and reporting activities of school activity funds.
- Oversees the training of principals and bookkeepers related to the operating budget and school activity funds.
- Consults the Code of Virginia, Virginia State Board of Education directives, Virginia Retirement System directives, Internal Revenue Service Tax Laws for Employees, Virginia State Auditor of Public Accounts directives, Governmental Accounting Standards Board guidelines, and the school division's policy manual regarding the proper financial operation of Gloucester County Public Schools.
- Serves as the compliance officer for School Board financial policies and regulations, as well as county, state, and federal laws.
- Chairs the GCPS Scholarship Committee.
- Reviews and approves travel and reimbursement requests.
- Prepares various financial reports as requested.
- Performs other duties as assigned.

COMPENSATION & BENEFITS

Compensation for the Chief Financial Officer will be competitive depending on qualifications and experience, within a salary range of $133,516 – 158,619. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance, paid time off, professional development support, and other benefits as provided for all Gloucester County Public Schools employees or identified in a negotiated employment agreement.

APPLICATION PROCESS

A formal review of applications will begin on August 31, 2026, and those candidates whose qualifications and experience most closely match those outlined in this profile will be contacted for initial interviews. Applications received after that date may be considered until the position is filled; however, timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter, resume, and professional references, to Berkley Group, via email at scott.baker@bgllc.net. Questions may be directed to:

Scott Baker, Director of Public Education
Berkley Group, LLC
P.O. Box 181
Bridgewater, Virginia 22812
Email: scott.baker@bgllc.net
Mobile: (540) 940-0051

For additional information, visit: https://gets.gc.k12.va.us/

Gloucester County Public Schools is an Equal Opportunity Employer.