



Job Description

Title: Director-Finance	FLSA Status: Exempt	Created:
Supervisor: Assistant Superintendent-Business	Supervises: Business Office staff	Revised:
Department: Business Office	Bargaining Unit: Classified Mgmt	Approved:

JOB SUMMARY:

Under the direction of Assistant Superintendent-Business, plan, organize, control and direct the daily operations and activities of the district's business office including the review, evaluation, maintenance and adjustment of major and substantial funds and accounts; plan and develop the district's budgets; oversee payroll and risk management operations and activities; coordinate and direct personnel, communications and record-keeping functions to assure smooth and efficient fiscal activities; establish and maintain adequate internal accounting procedures, records, safeguards and controls; ensure the most effective use of district revenues for the support and improvement of educational programs; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the daily operations and activities of the district's business office including the review, evaluation, maintenance and adjustment of major and substantial funds and accounts; establish and maintain adequate internal accounting procedures, records, safeguards and controls; assure compliance with State Education Code budget and finance requirements.
- Plan, organize and control the district-wide budget and various program budgets; develop guidelines, timelines and procedures for completion of budgets; receive, analyze, prepare and submit program budget revisions as needed; develop budget projections and financial resource estimates.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign work activities and responsibilities to assigned personnel; review and evaluate department effectiveness and productivity.
- Provide leadership in the development of business services that support educational programs throughout the district.
- Provide technical expertise, information and assistance to the Superintendent and Assistant Superintendent-Business regarding budgets and assigned business office functions including providing finance summary analysis; assist in the formulation and development of policies, procedures and programs.
- Plan, organize, develop, implement and maintain departmental goals, objectives, policies and procedures; work directly with departmental personnel in the development and interpretation of department policies; review and evaluate work methods and procedures for improving organizational performance, enhancing services and meeting goals.
- Prepare and input data; perform calculations for reports, distribution of costs, district assets/debts and federal interest.
- Monitor monthly payroll allocations to meet calculated distribution of costs and contributions; adjust payroll allocations as needed; update and maintain district salary schedules; assure payroll procedures are being followed.
- Assume responsibilities and supervision of the district's payroll, accounting and risk management functions as directed.
- Develop and prepare the annual preliminary budget for the business office; analyze and review budgetary and financial data; prepare forecasts of necessary funds for staffing, materials and supplies; control and authorize expenditures in accordance with established limitations.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, State and federal reimbursement applications, records, grant proposals and files related to personnel, budgets, audits and assigned activities.
- Communicate with other administrators, personnel, charter school staff and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve sensitive and complex

department inquiries, issues and complaints; consult with other departments to enhance budget control and forecasting capabilities.

- Coordinate annual audits; conduct year-end closing procedures including Government Accounting Standards Board (GASB) requirements and unaudited actuals.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned; participate in professional development to keep up with industry changes; serve as a liaison to the committees as needed; oversee training programs for department personnel.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization, implementation and direction of district-wide budgets and assigned district business office functions.
- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions of a school organization.
- Financial and statistical record-keeping techniques.
- Government Accounting Standards Board (GASB) procedures and financial reporting.
- Associated Student Body (ASB) procedures and regulations.
- Attendance accounting procedures.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Mathematical calculations.

Skills/Ability to:

- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Analyze financial data and prepare forecasts and recommendations.
- Work effectively and efficiently under pressure in a demanding environment.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Perform accurate mathematical calculations.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in business, finance, accounting or related field and five years increasingly responsible experience in school district business operations.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Evening or variable work hours.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

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