

## **EAST SIDE UNION HIGH SCHOOL DISTRICT**

**JOB TITLE: DIRECTOR OF FINANCE**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Plan, organize, and direct the development of the District's budgets; maintain budgetary controls and monitoring procedures; conduct current and long-range budget development planning; provide overall direction and supervision of the Fiscal, Accounting, Payroll and Attendance Accounting; provide fiscal information and analysis for use by various administrators; and coordinate budget and fiscal functions for schools and departments; and perform other duties as required as a Primary Designated School Official (PDSO) for the District's F-1 visa program (i.e. International Student Program).

**SUPERVISOR:** Associate Superintendent for Business and Operations

### **TYPICAL DUTIES**

Provide leadership to plan, organize, and supervise the work of the budget development, attendance accounting and international student program, fiscal reporting, accounts payable, accounts receivable, general ledger, charter school fiscal oversight and payroll staff

Prepare fiscal information for the Board of Education and other groups as requested by the Associate Superintendent

Design, direct, and monitor internal controls of the District's accounting systems; review cash handling procedures to assure minimum exposure to error or misappropriation; analyze accounting office staff duties to maximize efficiency and internal controls; perform compliance test to determine adequacy of internal controls and analyze strengths and weaknesses of District's internal controls

Direct, supervise, and evaluate the work of assigned staff; interview and select employees and recommend transfer, reassignment, termination and disciplinary actions; promote cross training of department personnel; monitor vacations, absences, and schedules

Prepare and submit required fiscal reports to County, State and Federal Offices

Develop specifications for data processing and managerial control of the financial software system including implementation and modification of existing system to assure adequacy of system design in coordination with data processing or technical services

Develop the district budget, including all revenue sources and expenditure categories in all funds. Plan, organize, and conduct workshops and written procedures for district employees

Coordinate year-end closing process to establish the budget and new fiscal year records; coordinate fiscal and program audits, internal and external; assure compliance with all laws related to the fiscal operations of the District

Review and approve journal vouchers, payroll remittance, manual checks, bank transmittals, departmental purchase orders, cash advances, salary advances, petty cash transmissions, miscellaneous receipts, request for payment, and other transactions

Provide technical expertise, information, and assistance regarding assigned functions; assist in the formulation and development of policies, procedures and programs, advise the Associate Superintendent of unusual trends or problems and recommend appropriate corrective action

Direct and prepare a variety of narrative and statistical reports, records, and files related to assigned activities and personnel

Communicate orally and in written format to other administrators, personnel, and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information

Plan, organize, sequence, and supervise work associated with complex projects, converting them into project action plans

Work as contributing member of a team, work productively and cooperatively with other teams and external customers, review performance, and convey a positive image of the District

Review and monitor site and departmental budgets; prepare special reports; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines

Assist in the administration of the District's mandated cost reimbursement program

Assist in the administration of the Districts' investment program

Provide oversight of the District's banking, ACH, and related activities

Assist in the fiscal oversight and education of site-based Booster Clubs, ASB Clubs, finance clerks and related clubs and activities

Serve as a Principal Designated School Official (PDSO) for the International Student Program

Provide all necessary and required support to the Designated School Official (DSO) to manage and administer the International Student Program

Interpret the Californian School Accounting Manual (CSAM), California Education Code and other laws or business related matters

Responsible for state reports on budget, attendance, and Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP)

Monitor the preparation and control of categorical budget with program and budget managers

Performs other duties as assigned that support the overall objective of the position

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

State, Federal, and Local laws, regulations, and codes pertaining to school financial and fiscal record keeping and reporting requirements

Current theory, principles, and practice of modern school district business and financial management

Attendance accounting laws, rules, and regulations

California School Accounting Manual, California Standardized Account Code Structure (SACS), and Governmental Accounting Standards Board (GASB)

Budget development and control in a public school environment

Fund Accounting

Business administration and collective bargaining laws, rules and regulations in California

### **Ability to:**

Act in a professional and positive manner

Establish and maintain cooperative and effective working relationships with District management and others

Use tact, patience, and courtesy

Plan, direct, make decisions, establish priorities and coordinate a variety of complex technical operations involving efforts of multiple specialized functions

Analyze and identify present and potential problems, and evaluate alternative solutions

Interpret laws, rules, regulations and policies related to business and financial matters

Motivate subordinates toward effective and efficient work performance

Speak and communicate effectively before various groups

Analyze financial statements and fiscal reports and prepare a complex budget

Operate a computer and assigned software programs; operate other office equipment as assigned

Attend workshops, meetings and conferences as assigned

Exercise sound independent judgment within general policy guidelines

Understand Student and Exchange Visitor Program (SEVIS) requirements and related Federal regulations

Liaison with International Student partners including students, home stay providers and families, recruitment partners, colleges, schools, and etc.

Prepare clear and concise reports

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

A Bachelor's degree in Accounting, Business Administration, Public Administration, or related field and (5) years of experience in accounting or budgeting, in a large organization (\$80 mil.+ Budget) preferred, which included three (3) years of supervisory experience;

OR, an Associate's Degree in Accounting or Business Administration with nine (9) years of increasingly responsible school district accounting or budgeting experience in a large organization (\$80 mil.+ Budget) preferred, which included (5) years of supervisory experience

### **License or Certificates:**

Certified Public Accountant (CPA) Certificate, preferred

Creation Date: 5/86

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