

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Director of Financial Services

DEPARTMENT: Financial Services

POSITION SUMMARY:

The Director of Financial Services, under the general direction of the Assistant Superintendent for Business Services, is responsible for the organization and leadership in accounting and fiscal services, including the District's budgets; supervises, evaluates and trains department personnel and implements and enforces department policies.

ESSENTIAL FUNCTIONS:

1. Supervises and trains employees in accounts payable, accounts receivable, invoice auditing, payroll, district bookkeeping, health benefits, revolving cash fund, ADA state reports and technical support.
2. Evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
3. Reviews District processes to ensure adequate internal controls.
4. Plans, directs, controls and evaluates the accounting procedures in accordance with Education Code and State Accounting manuals.
5. Analyzes work flow in the department to assure efficiency.
6. Provides assistance and direction to District administrators and directors in the interpretation of financial reports, accounting services and procedures.
7. Coordinates and serves as technical resource for financial, payroll and personnel data processing services.
8. Maintains liaison with County office personnel and coordinates accounting procedures with the County office.
9. Directs the preparation of the District's budgets.
10. Computes income from all sources, determines budgetary allocations and compiles expenditures.
11. Administers budgets during the budget year.
12. Makes recommendations for employment, promotions, demotions or dismissal of department personnel.
13. Analyzes and evaluates complex accounting procedures and their application to government accounting.
14. Identifies and uses computer applications for various accounting and budgetary procedures.
15. Supervises a staff maintaining complex financial and statistical data.
16. Establishes and maintains cooperative relationships with those contacted in the course of work.
17. Supervises health and welfare benefits.
18. Performs job cost analysis and makes recommendations for improvement.
19. Develops and maintains communications between other Business Service departments to assure acceptable financial procedures.
20. Develops and maintains accounting and payroll procedure manuals and performs in-service training.
21. Provides support to the Assistant Superintendent for Business Services and to other District personnel involved in managing risk.
22. Performs other duties as required by the Assistant Superintendent for Business Services.
23. Maintains regular and timely attendance in the workplace.

EDUCATION AND EXPERIENCE:

Ability to provide and carry out oral and written directions in English, and to read and speak at a level sufficient to fulfill the duties described. Graduation from a four year college with a major in accounting, business administration or a closely related field is required. Four years of responsible business and accounting experience, preferably in a school district or other public agency, is preferred. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of the theory, principles and practices of accounting, and their application to government accounting.
2. Knowledge of laws and regulations governing the financial operation of school districts and administration of state and federally funded educational projects.
3. Knowledge of governmental budgeting principles and procedures.
4. Knowledge of auditing principles and guidelines.
5. Knowledge of data processing systems and utilization.
6. Ability to maintain cooperative working relationships with those contacted in the course of work (consultants and professional experts as well as all levels of District staff).
7. Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Bend, squat, stoop and/or climb for extended periods of time.
7. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District and site staff, and the public.

SALARY: Classified Management and Confidential Salary Schedule range 58.

DAYS OF SERVICE: 225 Days Board Approved: TUSD 8/23/05

Revised: 11.8.16 (range only)