

## **BUENA PARK SCHOOL DISTRICT**

### **CHIEF FINANCIAL OFFICER**

#### **DEFINITION**

Under the direction of the Superintendent, plan, organize, implement, supervise, evaluate and direct overall business and support services, functions and activities of the District. Ensure maximum effectiveness and achievement of defined District objectives; assure the efficiency of fiscal and support services in order to maintain the educational policies and programs of the District. Serves as a member of the Superintendent's Cabinet.

#### **EXAMPLES OF DUTIES**

Plan, organize, administer, and direct the activities and operations of Fiscal Services to ensure efficient and cost-effective operations.

Provide advice and counsel to the Superintendent, management team, the Board of Education, and others on all matters relating to the functions of Fiscal Services in the District.

Forecast and plan long and short-range revenue and expenditures.

Develop initial budget recommendation including estimates of income and analysis of expenditures; recommend budget guidelines and unit budgets; prepare Revised Final Budget in accordance with Board policy.

Conduct long range fiscal planning regarding operations, building and capital outlays.

Provide direction to accounting, payroll, purchasing on fiscal reporting activities.

Oversight and coordination of other divisions, related to services, including Nutritional Services and records and data processing.

Select, train, supervise and evaluate assigned staff; assist staff in developing new and improved procedures and methods.

Provide information and assistance to administrative staff regarding budget and other needs; develop and implement computer interfacing for all District functions.

Analyze and monitor current school lunch program legislation affecting school districts; articulate appropriate action to the Superintendent and the Board of Education.

Analyze current State and Federal legislation affecting school districts; articulate appropriate action to the Superintendent and the Board of Education.

Recommend new or revised methods to better utilize the financial and human resources for all divisions and departments.

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**EXAMPLES OF DUTIES (cont.)**

Assist the District in the collective bargaining process.

Monitor and review a variety of records, reports and files.

Represent the District on business matters with other agencies and community groups.

Serves as the District representative for various Joint Power Associations (JPA).

Develop and maintain an up-to-date inventory of school property.

Review and approve all contracts containing financial implications.

Monitor and collaborate with division leads and site administration related to budgets.

Coordinate and monitor Local Control Accountability Plan, grants, and federal funding.

Knowledge of Nutritional Services fiscal budgets.

Supervise and provide direction to Nutritional Services accounting and fiscal reporting activities.

Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, procedure and trends pertaining to the administration of fiscal, personnel and operational management and activities.
- Audit, fiscal, and operational control, accounting, planning, financial record-keeping, purchasing, and research development methods, techniques, procedures, and strategies.
- Employer/Employee Relations under collective bargaining, including negotiations of contract, contract administration, administration of grievance and Unfair Labor Practices.
- Fiscal software and procedure, job classification, salary administration, and personnel transactions and procedures.
- School district, local government and community organization
- Legal mandates, policies, regulations, and guidelines pertaining to educational, personnel, fiscal, and operational management processes.
- Techniques, strategies, goals, and objectives of public education.
- Philosophical, economic, and legal aspects of public education.
- Interpersonal skills using tact, patience and courtesy
- Application of data processing technology

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**Ability to:**

- Project, analyze, prepare and administer budgets.
- Analyze procedures, programs and unit costs.
- Read and interpret government codes.
- Communicate effectively, orally and in writing, with Board, staff, parents, outside agencies, and members of our multicultural community.
- Establish a climate of trust and confidence with staff and community.
- Work cooperatively with schools in a system that promotes shared leadership and site-based decision making.
- Develop and maintain a comprehensive and integrated personnel program for a medium-sized public agency.
- Assimilate and evaluate data and prepare clear and comprehensive reports.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately, adopt and coordinate an effective course of action.
- Meet schedules and time lines.
- Coach, encourage, and provide personal growth opportunities for assigned personnel.
- Work confidentially with discretion.
- Prepare and present reports.

**EXPERIENCE**

Five years of responsible fiscal, personnel, and operational management experience.

**EDUCATION**

Possession of a bachelor's degree from an accredited college or university in business administration or a closely related field. Master's Degree or Chief Business Official Certificate desirable.

**LICENSE REQUIREMENT**

Possession of a valid California driver's license.

**CONDITION OF EMPLOYMENT**

Insurability by the district's insurance liability carrier.

Willingness to work additional hours periodically and to travel as needed.

**PHYSICAL DEMANDS:**

The physical demands below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.