



Excellence for all.

Job Title: Assistant Director of Finance

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of Director of Finance or assigned designee develop, prepare, review, analyze, audit, maintain, reconcile and adjust various District accounts, funds, special projects and State and Federal reporting services and activities. Supervise and participate in the payroll activities for both classified and certificated personnel. Performs a variety of accounting clerical duties related to payroll processing and check distribution. Prepare, maintain and audit a variety of financial and statistical data, records, reports and statements. Perform a variety of professional and technical tasks related to the assigned area of responsibility; supervise, train, and provide information for staff evaluations.

Distinguishing Characteristics:

The Assistant Director of Finance provides leadership in the Business Services department and assists with the planning and coordination of Districtwide payroll and business functions. In collaboration with the Director of Finance, oversee budget control records, disbursement of various funds, payroll, accounts receivable, student body accounting, and other fiscal activities ensuring compliance with established standards, local, State and federal requirements, laws, codes, regulations, policies and procedures.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Assist with the planning and organization of the work of the Business Office, including budget control records, disbursement of various funds, payroll, accounts receivable, student body accounting, and other fiscal activities. Assure assigned accounting activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Participate in accounting and payroll functions with staff to meet deadlines and demands of workload volume as warranted or directed.
- Participate in the development and implementation of goals, objectives, policies and priorities for the Business Office; confer with other District administrative personnel and make decisions on actions involving District policy, information and control; identify resource needs; recommend and implement policies and procedures.
- Serve as liaison between the Business and Human Resources department.
- Participate in and process payroll activities for all District employees, including salaries affected by promotion, demotion, retirement, vacation, sick leave, maternity leave, worker's compensation calculations, and other payroll-related information; assure employees do not exceed leave time limitations. Monitor CalPERS and CalSTRS regulations and respond to inquiries and audits.
- Review payroll information and compare with various reports; process accurate monthly, quarterly and annual tax and SUI reports; and process leave accounting. Post and maintain records of employee deductions for unions, TSAs, wage garnishments and deferred income programs; sort, distribute and mail checks to appropriate locations.
- Assist in the salary negotiations process by providing detailed payroll budget information; develop salary schedule updates.

- Prepare and maintain a variety of financial and statistical reports, including but not limited to: statements and records related to income, expenditures, accounts, budgets, programs, grants, bonds, special projects, cash flow, transportation, childcare and state preschool, nutrition, tax reports, LCAP development and reconciliation reports and federal reports that would provide support to District departments. Review, audit and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles. Research, investigate and resolves financial issues, errors and discrepancies.
- May assist in the bidding process and contract awards through preparation of bid forms documents, contract forms, project manuals, and other activities associated with the construction procurement process from conception to completion; track and log all related documents.
- May train, motivate and provide input on evaluations for assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Under the direction of the Director of Finance assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures to ensure compliance with established standards and requirements.
- Oversight and responsibility of cash collections and disbursements of the District, including Associated Student Body Funds, revolving cash, and developer fees.
- Coordinate accounting services with those of other divisions and outside agencies and organizations; provide staff assistance to the Director of Finance; prepare and present staff reports and other necessary correspondence.
- Organize and assist in the calculation, posting, auditing and adjustment of journals and ledgers of income, expenditures and encumbrances for various accounts. Monitor, evaluate, balance and reconcile various accounts, funds and budgets; update accounts to reflect and assure accurate accounting of income and expenditures; initiates budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments.
- Assist the Director in coordinating and providing professional accounting services in support of year-end closing functions; review and evaluate open encumbrances and sets up necessary liabilities; analyzes, prepare and set up payables and receivables for categorical programs; review, evaluate, processes and adjust accounts payable and accounts receivable accruals; analyze inventory and adjust to actual.
- Coordinate with fiscal staff at the County Superintendent of Schools in developing and implementing new systems for payroll and accounting.
- Review current accounting procedures and automated systems; assist in the development and implementation of enhancements to the accounting system.
- May work with independent auditors or agencies to coordinate annual audit.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and payroll management functions.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge Of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Operations, services, and activities of an accounting office.
- Accounting and payroll processing, procedures and methods.
- Data processing systems and their application to payroll, auditing and business services.
- Office organization, equipment and procedures.
- Generally accepted principles and practices of accounting.
- Preparation, maintenance, verification and processing of payroll records.
- Pertinent federal, State and local laws, codes and regulations including laws and regulations applying to School District accounting and payroll operations.
- Bargaining agreements, Board of Education policies and personnel rules, practices and procedures.
- Principles of budget preparation and control.
- Principles and practices of administration, supervision, training and performance evaluation.

Ability To:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Supervise, organize and review the work of technical and clerical personnel.
- Prepare clear, complete and concise financial statements; compare numbers and detect errors efficiently. Verify, balance and adjust accounts.
- Analyze accounting data and prepare financial statements. Review, audit and verify a variety of payroll documents and reports. Meet schedules and timelines.
- Select, supervise, train and evaluate staff.
- Interpret and explain District accounting policies and procedures.
- Apply bookkeeping and financial record-keeping practices to the maintenance of assigned payroll records.
- Monitor, adjust and reconcile payroll data.
- Analyze situations accurately and adopt an effective course of action.
- Operate a variety of office machines including computer terminal and printer, typewriter, calculator, copy machines and other equipment.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. Typically, this would be gained through: graduation from high school or equivalent, a bachelor's degree in accounting, finance or a related field and four years of responsible technical accounting experience including at least two years' experience in governmental accounting. Prior supervisory experience preferred. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the phone.
Sitting for extended periods of time. Seeing to read a variety of financial materials.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 146

Personnel Commission Classification/Compensation Study Approved: July 12, 2022

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