



Excellence for all.

Job Title: 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 the Assistant Superintendent, Business Services and/or assigned designee, plan, organize, control and direct the activities and operations of the Business Services Department; develop, maintain and monitor the District budget; develop and implement procedures and policies for the Department; supervise and evaluate the performance of assigned personnel; including shared oversight of Purchasing, Warehouse and Delivery Departments' operations and personnel.

Distinguishing Characteristics:

The Business Office family of job descriptions clarify how each job within this classification fits within the organization and assists in identifying key differences between classifications which may appear otherwise similar. These differences are distinguished by the level of responsibility. The Director of Finance provides overall leadership and assumes management responsibility for the Business Office, ensuring all local, state, and federal regulations are followed.

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.
- Plan, organize, control, and direct such functions as accounting, budgeting, accounts payable/receivable, payroll, attendance accounting, purchasing, categorical funds, special programs, and cafeteria accounting.
- Develop, maintain, and monitor the District budget; develop and implement internal control procedures and policies for the Business Services Department; provide leadership in achieving the District and department goals and objectives while providing support to school sites, programs, and departments.
- Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination, and disciplinary actions.
- Oversee and manage the District credit card program, including user eligibility and expenditure limits, and individual and district-wide account management.
- Coordinate and maintain the physical inventory of District's fixed assets, including valuations and prepares related governmental information and reporting.
- Prepare and maintain a variety of records and reports pertaining to vendors, requisitions, purchase orders, and bid folders; maintain inventory control system; prepare reports on operations and activities as required.
- Oversee and manage warehouse stock, furniture, and equipment inventory; monitor stock levels of materials and supplies; recommend discontinuance of unused line items; coordinate sale of scrap and surplus materials, supplies and equipment.
- Review and develop pupil attendance and student body accounting procedures; verifies attendance accounting reports; researches and resolves attendance accounting issues; monitors attendance reports.
- Provide support and advise District and site administrators, Directors and other personnel in financial issues including budget, expenditures, pupil attendance accounting, Board policy and other related issues.

- Direct and coordinate the annual independent audit, maintaining contact with external auditors to assure business office practices and procedures are in compliance with Federal, State and County requirements.
- Provide technical expertise, information, and assistance to the Assistant Superintendent, Business Services regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; **advise** of unusual trends or problems and recommend appropriate corrective action; maintain current knowledge of legislation and other regulations regarding Business Services activities.
- Prepare and direct the preparation and maintenance of a variety of narrative and statistical State and Federal reports, including preparation and submission of SACS Financial Reporting, records and files related to assigned activities and personnel.
- Prepare financial studies for budgets and future planning; prepare Board agenda items as assigned.
- Attend and conduct a variety of meetings as assigned.

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.
- Planning, organization and direction of district-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of district budgets, funds, and accounts.
- **Essential functions and operational duties of all subordinate positions in the department.**
- Accounting, auditing, budget and business functions of an educational organization.
- Advanced theory and application of budgetary planning and control in a school system.
- State and Federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds, and accounts.
- Auditing practices and procedures.
- Preparation, analysis, review and control of district accounts and budgets.
- Fiscal organization, operations, policies, and objectives of the district.
- Applicable laws, codes, regulations, policies, and procedures.
- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of administration, supervision, and training.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Plan, schedule, make work assignments, set priorities, train, evaluate, select, and recommend discipline of subordinates.
- Analyze complex problems and develop effective and efficient solutions and alternatives.
- Read, understand, and accurately interpret and develop methods and procedures for implementation of codes, laws,

- rules, regulations and other policies and procedures relating to the area of responsibility.
- Collect, research, and analyze data/information and prepare clear and concise reports.
- Establish and maintain effective and efficient working relationships with those contacted in the course of work.
- Operate a computer terminal with a variety of computer programs.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Bachelor's degree in accounting or related field and five years of increasingly responsible experience performing a wide range of duties in the operation and supervision of business services in a school district involving the review, analysis, maintenance and adjustment of various budgets, funds, and accounts, including at least three years of supervisory or leadership experience. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid California driver's license.

Working Conditions:

Environment: Indoor work environment. Driving a vehicle to conduct work.

Physical Demands/Hazards: Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of materials. Sitting for extended periods of time. Hearing and speaking to exchange information and make presentations.

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: 157

Revised: 6/22/15; Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023

Revised: 4/23/25