

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SENIOR DIRECTOR-FINANCIAL SERVICES

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#### **DEFINITION:**

Under the direction of the Associate Superintendent, Business Services, plan, organize, control and direct budget, payroll, purchasing, warehouse, reprographics and accounting related activities; prepare financial and budget reports required by the State, administration, federal agencies and the Board; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct budget, payroll, purchasing, warehouse, reprographics and accounting related activities; develop and implement budget guidelines, time lines, policies and procedures; analyze and review budgetary and financial data; develop intermediate and long-range income and expenditure projections; monitor, control and authorize expenditures in accordance with established limitations.
- Perform financial and statistical research and analysis to assist the administration and Board with decision making, formulation of policies and programs.
- Collaborate with the Associate Superintendent to maintain District fiscal solvency; prepare long-range financial projections; estimate financial resources and conduct cash flow analyses.
- Assure compliance with laws pertaining to district fiscal operations; interpret California School Accounting Manual, Education Code and other laws pertaining to business matters.
- Prepare revised budget estimates for revenue, expenditures and beginning balances and carryover, including the calculation of Local Control Funding Formula.
- Analyze a variety of financial information to provide direction and support; make recommendations; maximize usage of funds and assure compliance with applicable rules and regulations.
- Monitor budget allocations, expenditures, fund balances and related financial activities for accuracy and compliance with budgetary limitations and applicable laws and codes; advise program managers of budget account balances, resolve discrepancies and make revisions as required.
- Organize and direct budgetary aspects of District position control system; assure modifications retain compliance with established policies and procedures; coordinate activities with appropriate administrators.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Financial Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: Master's degree in finance, business administration or related field and five years increasingly responsible accounting or financial experience, including some experience in supervisory capacity.

### **Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

### **Knowledge of:**

- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions.
- Financial and statistical record-keeping techniques.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

### **Ability to:**

- Prepare financial and budget reports required by the State, administration, federal agencies and the Board.
- Analyze financial data and prepare forecasts and recommendations.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Office environment.
- Drive a vehicle to conduct work.

**Physical Demands:** The physical demands described here 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.

- Hearing and speaking to exchange information and make presentations.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 12/18/13**

**Board Approved: 1/13/14**

**FLSA Status: Exempt**

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