

MODESTO CITY SCHOOLS

Job Description

JC# 10071

EXECUTIVE DIRECTOR, BUSINESS SERVICES

OVERALL RESPONSIBILITY

Under general direction, responsible for the oversight of assigned areas of finance, internal performance and financial audits.

SPECIFIC RESPONSIBILITIES

1. Supervise the departmental administrative team and their functions.
2. Provide and present fiscal data to the Board of Education, Cabinet, Budget Advisory Committee, Superintendent's staff, District administrators and the public. Prepare fiscal information for the Board of Education, parent, student and employee organizations as well as the public.
3. Act as a member in negotiations on fiscal matters with employee groups.
4. Prepare intermediate and long-range financial projections and estimates of financial resources.
5. Prepare and submit required fiscal reports to County, State and Federal offices.
6. Assist assigned departments in the preparation and monitoring of budgets.
7. Ensure that all financial functions of the District are performed effectively and efficiently, and conform to all applicable accounting standards.
8. Coordinate fiscal and program audits, internal and external.
9. Participate as part of the District's budget development and management team.
10. Assure compliance with all laws related to the fiscal operations of the District. Interpret the California School Accounting Manual, California Education Code and other law on business related matters.
11. Maintain contacts with County, State, and Federal officials and the general business community regarding fiscal and business matters.
12. Oversee the District's Risk Management program for property and liability insurance.
13. Prepare Board Agenda items relative to areas of assignment.
14. Develop specifications for data processing for improvement and changes in the area of finance.
15. Monitor the District's cash flow position.
16. Prepare and conduct in-service sessions for District administrators regarding fiscal requirements and procedures.
17. Assist in the selection, supervision, and evaluation of assigned personnel. Prepare and conduct employee evaluations.
18. Attend and participate in school business conferences and seminars.
19. Establish and maintain cooperative relationships with those contacted during the course of work.
20. Perform other related duties as assigned by the Superintendent of Schools or the Chief Business Official.

EXECUTIVE DIRECTOR, BUSINESS SERVICES (continued)

WORK YEAR

Approved days as specific on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of and ability to apply accounting, budgeting and fiscal accountability methods, principles and practices.

Knowledge of and ability to apply management and contract administration principles and practices.

Ability to interpret and apply laws and regulations.

Knowledge of and ability to analyze financial data and prepare financial statements.

Knowledge of and ability to apply accounting concepts to computer applications and terminology.

Ability to activate and operate a personal computer and printer.

Knowledge of and ability to apply effective supervision techniques.

Knowledge of and ability to apply problem solving processes and techniques.

Ability to understand and implement complex oral and written directions given in English.

Ability to compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

Two years successful experience performing full-time administrative accounting work, including professional level work with clerical and professional staff engaged in accounting, budgeting and other business functions.

Desirable Qualification:

Five years successful experience performing full-time administrative accounting work, including professional level work supervising clerical and professional staff engaged in school/government accounting and budgeting.

Education/Credentials

Minimum Requirement:

Any combination of education and related experience equivalent to completion of four (4) years of college, including coursework related to Business Administration.

Desirable Qualification:

Four year degree from an accredited college/university in areas related to the position.

License

Valid California Driver's License

CASBO CBO Certification preferred

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents and relate the spatial distances between objects.

Sufficient hearing to hear normal and telephone conversations.

EXECUTIVE DIRECTOR, BUSINESS SERVICES (continued)

QUALIFICATIONS (continued)

Physical Characteristics (continued)

With or without the use of aids:

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO

Associate Superintendent, Chief Business Official, Business Services

Cabinet Approved: 7/25/22

Board Approved: 8/15/22