

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-BUDGET AND FINANCE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, direct the activities and processes of the Business office including payroll, accounting, accounts payable, accounts receivable, attendance accounting, employee benefits and fixed assets; develop and monitor the District budget; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Direct the activities and processes of the Business office including payroll, accounting, accounts payable, accounts receivable, attendance accounting, purchasing, employee benefits and fixed assets; ensure compliance with District and State laws, codes, rules and regulations.

Develop and monitor the District budget including preparation and submission of SACS financial reporting; prepare revenue and expenditure projections and complete multi-year projections; process journal entries and budget revisions; monitor cash and prepare cash flow projections.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Review purchase requisitions assuring proper account coding and availability of funds prior to the issuance of purchase orders.

Provide enrollment information to eligible employees; process enrollment, terminate coverage as appropriate; process enrollment with insurance carriers and create benefit records in appropriate software system for proper employee payments; monitor retiree coverage/payments and COBRA/AB-528 administration; respond to inquiries regarding medical, dental and vision insurance.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Monitor school site and department budgets; meet with Principal and appropriate department staff to review status and assist with projections and budget revisions.

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; prepare State and federal reports including federal cash management, ASES, consolidated application, CalPADS/CARS categorical fiscal reports, CRCS, and others as directed.

January 2015

Ewing Consulting, Inc.

Coordinate an annual independent audit.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and implementation of assigned budgets.

Budget development, administration, preparation and control.

Financial analysis and projection techniques.

Generally accepted accounting and auditing principles, practices and procedures.

Accounting, budgeting, auditing and other assigned business functions, processes and operations.

Financial and statistical record-keeping techniques.

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:

Plan, organize, control and direct budget and finance related activities.

Supervise the performance of assigned personnel.

Prepare financial and budget reports required by the State, administration, federal agencies and the Board.

Analyze financial data and prepare forecasts and recommendations.

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.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Perform complex accounting calculations.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of budgets or accounting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.