

Sorted by Class Code

CLASS CODE: 0040 (Classified: 7185)

JOB DESCRIPTION

Position Title: DIRECTOR OF FINANCE (Finance Officer)

Responsible To: Superintendent

Basic Function:

Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex financial activities.

Performance Responsibilities:

1. Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
2. Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
3. Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
4. Assure internal controls are established, maintained and documented in compliance with organizational directives.
5. Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
6. Oversee the maintenance of District-wide financial records and programs
7. Oversee the preparation of various financial statements and their dissemination.
8. Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
9. Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
10. Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
11. Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
12. Perform professional and technical budgetary, statistical and accounting functions.
13. Maintain current knowledge of technological advances in the field.
14. Prioritize and schedule work.
15. Train, supervise and evaluate personnel.
16. Use financial computers programs efficiently.
17. Perform related duties as assigned.

Minimum Qualifications:

- A Bachelor's degree or higher

