

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

| | | | |
|--------------------|--|------------------------|-------------------------|
| TITLE: | Director of Finance for Support Services | REPORTS TO: | Chief Financial Officer |
| DEPARTMENT: | Financial Services | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY GRADE: | 035 |
| REVISED: | March 1, 2010 | | |

BASIC FUNCTION:

Plan, organize, control, and direct the functions of the Office of Finance for Support Services to support operating departments; administer the budget process; administer district appropriations and expenditures; direct the maintenance of the district's budget, supply accounts, charter school funds and projections; exercise control over expenditures for conformance to budget, accounting standards, and funding guidelines for district programs and funds; provide technical expertise, information and assistance to decision makers; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Assist the Chief Financial Officer in the overall function and mission of the District's Financial Services Division; manage general obligation (GO) financing, TRANS notes, and capital funds. *E*

Plan, organize, control, and direct the functions of the Office of Finance for Support Services to support operating departments; plan and coordinate the district system of budget and financial administration; assist with the evaluation of budget requests and expenditures and support Board of Education's review and approval. *E*

Develop information, policies and procedures for immediate and long-range financial management and planning. *E*

Direct and support the financial performance of divisions and departments. *E*

Establish and maintain liaison with various government groups including the County Auditor and Controller, County Treasurer, County Office of Education, and state departments of education and finance. *E*

Establish and maintain financial liaison with citizens groups such as Citizens Advisory Committees, Taxpayers Association, Chamber of Commerce, other interested public groups, bond rating organizations and others as directed. *E*

Provide technical expertise, information and assistance to the Chief Financial Officer regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Chief Financial Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Lead and represent the Financial Services Division as support staff in collective bargaining. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Perform other duties as assigned. *E*

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a bachelor's degree with a major in business administration, finance, accounting, public administration or a related field and seven years of financial administration experience in a large public or private organization; four of the seven years must include supervisory experience in a complex, automated financial environment with progressively responsible fiscal and management assignments. A master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Financial techniques required to direct activities of a large-scale operation.

Principals and techniques of 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.

ABILITY TO:

Provide leadership and direction in assigned functions.

Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Prepare comprehensive narrative and statistical reports.

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

Train and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

