

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Executive Director, Financial Operations	<b>REPORTS TO:</b>	Chief of Business Operations
<b>DEPARTMENT:</b>	Financial Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	036
<b>ISSUED:</b>	December 10, 2002		

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### **BASIC FUNCTION:**

Plan, organize and direct the District's Financial Operations department; administer District appropriations, expenditures and position control for District funds, programs, and organizations; 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; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Plan, organize and direct the District's Financial Operations department; plan and coordinate the District system of budget administration, control and reporting; coordinate District budget development, assist with the evaluation of budget requests and support Board of Education review and approval. **E**

Develop and prepare the annual preliminary budget for the Finance department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Develop and direct programs of budget analysis and expenditure reporting as required for internal management of District and by grantors of special categorical funding. **E**

Review with authority for disapproval, all expenditures and manpower requisitions for compliance with District's budget and state and federal rules and regulations. **E**

Plan, organize, control and direct the District Fiscal Services operations; serve as the District's chief financial officer with administrative responsibility for financial operations of District and its associated organization, San Diego Unified School District Public School Corporation. **E**

Plan, organize and exercise control over expenditures for conformance to budget, accounting standards, and funding guidelines for district programs and funds; evaluate new financial and operational guidelines. **E**

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; analyze the District's financial position and develop recommendations for immediate and long range financial management. **E**

Direct the preparation and maintenance of detailed records of department functions and activities; develop and prepare a variety of financial and administrative reports for State, federal and internal reporting requirements. **E**

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

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

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to

assigned activities and personnel. **E**

Direct the District's system of position control; recommend fiscal policies which provide for adequate budgetary and staffing control; assure compliance with State and other agencies requirements. **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; interpret District budgetary policies to management staff. **E**

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Operate a computer and assigned software programs; maintain the District's financial database as detailed cost ledger supporting general ledger and audit requirements; operate other office equipment as assigned. **E**

Review existing and pending legislation related to procedural guidelines and the District budgeting program and recommend origination, modification, or support of legislative measures. **E**

Review appropriate legislation to assure District compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District. **E**

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect the division programs and services; present reports and initial findings to the Board of Education and others as required. **E**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to master's degree in accounting, finance, business or a related field and seven years of experience in a complex, automated financial environment with progressively responsible fiscal and management assignments.

**LICENCES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District, State and federal methodologies, procedures, and applicable laws, codes, and regulations related to District budget control.

Existing and pending legislation related to school district budgeting activities.

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:**

Plan, organize and administer a District budget program.

Plan, organize, and direct the district budget, position control services program in compliance.

Train and evaluate the performance of assigned staff.

Determine the nature and scope of systems analyses or audits.

Review existing and pending legislation related to procedural guidelines and the District budgeting program and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

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.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**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.

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