

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Manager, Financial Operations | REPORTS TO: | Director, Financial Operations |
| DEPARTMENT: | Financial Operations | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY: | Grade 026 |
| ISSUED: | April 28, 2009 | | |

BASIC FUNCTION:

Plan, organize, control, and manage assigned functions, including month end financial reconciliation, data quality management, standardized financial reports, school site allocations, internal control environment, and direct control procedures; supervise and evaluate the performance of assigned staff; provide technical expertise, information, and assistance to staff in all matters related to assigned areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

***E* = Essential Functions**

Assist in the design of a district-wide position control system in collaboration with other departments. ***E***

Assist in the development of a robust and flexible financial model to include revenue and expenditure forecasts and sensitivity analysis. ***E***

Plan and coordinate the district system of control and reporting. ***E***

Recommend and manage activities to streamline and automate the district's financial systems and processes. ***E***

Assist in the development of a financial governance model to include standardized financial reports, key performance indicators, performance benchmarks, and align spending to top priorities. ***E***

Manage consolidation, revenue, and expense reporting functions. ***E***

Develop and implement models for strategic planning. ***E***

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

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

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and 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*

May represent the Financial Operations Division as support staff in collective bargaining.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in accounting, finance, business, education or a related field and four years of supervisory experience in financial administration in a large public or private organization. A master's degree is preferred.

LICENSES 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.

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 areas.

Design and develop financial accounting and management reporting models and systems.

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.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1652

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