

**Escondido Union High School District
Job Description**

Job Title:	Director of Finance
Employee Unit:	Classified Management
FLSA Status:	Exempt
Salary Level:	Range 35
Approved By:	Board of Trustees
Approved Date:	08/19/97

SUMMARY

Directs financial activities of the district by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Analyzes accounts and fund balances.

Maintains and updates multiyear projection worksheets.

Assists in the calculation of revenue limit.

Directs preparation of budgets and monitors and reviews budget balances for all funds.

Prepares and maintains worksheets in various areas such as multi year projections, cash flow projections, Special Education Revenues, Revenue limit.

Reviews and approves federal, state and local reports, ADA reports, financial statements and tax reports.

Review and processes categorical claims and reports.

Arranges for audits of district's accounts, prepares required reports and responds to auditor's findings.

Prepares Board items relative to budget, including first and second interim report, recommended budget for adoption, budget revisions.

Makes presentations as requested.

Assist Educational Services in the development, analysis and monitoring of categorical program budgets.

Analyzes and reports to the assistant Superintendent on actual vs. budgeted results periodically throughout the year.

Prepares other reports as directed by Assistant Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervises all employees in the Finance Department. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in Finance or Business from four-year college or university; previous experience or specific training in school finance is highly desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Trustees.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Knowledge of school finance; ability to provide accurate and readable information regarding budgets; as well as financial status. Ability to complete reports with accuracy and meet deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS

The individual assigned to this position will be part of the district's management team and expected to participate in all staff development, meetings, etc. as required. In addition, the individual must be able to

adhere and require staff to adhere to district policies, procedures and perform to high expectations. As a representative of the Escondido Union High School District, all managers are expected to present a professional appearance and relate well to employees and the public.