

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC 10053

DIRECTOR II, FINANCIAL SERVICES

OVERALL RESPONSIBILITY

Under general direction, responsible for oversight of assigned areas of business support services and internal performance and financial audits. Direct the operations of the District Accounting, Budget and Payroll functions; train and supervise the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Direct assigned business support departments, including supervision and evaluation of personnel.
2. Calculate the Local Control Funding Formula and Cash Flow projections for the District. Prepare regular management reports summarizing the District's overall financial position and status of specific areas of income, expense, cash flow, investments and assigned operations.
3. Assist assigned departments in the preparation and monitoring of budgets.
4. Prepare and submit required fiscal reports to County, State and Federal offices.
5. Ensure appropriate follow-up and correction of any annual audit findings and recommendations.
6. Coordinate the development, preparation and implementation of District budgets and submission to County offices.
7. Coordinate year end closing, clearing account auditing and oversight of unaudited actuals.
8. Coordinate interim and estimated actuals financial reporting and submission to County offices
9. Serve as a technical resource to administrators and staff regarding Business Services guidelines and regulations to assure proper application; advise administrators of budget balances, resolve discrepancies and make revisions as necessary in accordance with established policies and procedures.
10. Oversee the District's position control system over authorized positions. Prepare statistical information regarding District costs for salary and other related personnel costs projections.
11. Meet with division and various program managers to discuss budgets and accounting, legal compliance and mandates and to assist with procedures and financial management.
12. Assist in the selection, supervision and evaluation of assigned personnel.
13. Establish and maintain cooperative relationships with those contacted during the course of work.
14. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

SALARY

Management Salary Schedule. (Range 138)

DIRECTOR II, FINANCIAL SERVICES (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of and ability to apply accounting, budgeting and fiscal accountability methods, principles and practices.
Knowledge of and ability to apply management and contract administration principles and practices.
Ability to interpret and apply laws and regulations.
Knowledge of and ability to analyze financial data and prepare financial statements.
Knowledge of and ability to apply accounting concepts to computer applications and terminology.
Ability to activate and operate a personal computer and printer.
Knowledge of and ability to apply effective supervision techniques.
Knowledge of and ability to apply problem solving processes and techniques.
Ability to understand and implement complex oral and written directions given in English.
Ability to compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirements:

Two years successful experience performing full-time administrative accounting work, including professional level work with clerical and professional staff engaged in accounting, budgeting and other business functions.

Desirable Qualifications:

Five years successful experience performing full-time administrative accounting work including at least three years of professional level work supervising clerical and professional staff engaged in school/governmental accounting and budgeting.

Education/Credentials

Minimum Requirements:

Two years of college or equivalent course work in accounting, public administration, business or five years' experience in K-12 school financial services department

Desirable Qualifications:

Four-year degree from an accredited college/university in areas related to the position.

License

Valid California Driver's License

REPORTS TO:

Associate Superintendent, Business Services

Cabinet Approved: 6/1/21

Board Approved: Pending Approval