



## DIRECTOR OF FINANCE AND SUPPORT SERVICES

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### **POSITION SUMMARY**

Direct the financial and support service activities of the Finance and Support Services Department of the District including administration of the budget and direction of the following functions: Financial Services, Food Services, Mail Services, Printing Services, Central Purchasing, and Warehouse/Delivery Systems. Provides professional and strategic analysis and counsel to the Superintendent and District administrators.

### **SUPERVISORY RELATIONSHIPS**

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Finance and Support Services Department.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

Direct all administrative and financial functions of the Finance and Support Services Department.

Serve as the chief financial officer for the District including leading strategic financial planning initiatives such as long range financial forecasts and service and funding plans. Facilitate District Directors in identifying financial goals for the District.

As a member of the Superintendent's Staff and the Superintendent's Core Team, participate in setting strategic direction and policies for the organization, addressing district-wide and cross-departmental management issues.

Serve as District spokesperson on financial issues; presents District's fiscal position to the organization, school board, budget committee and the public.

Serve as deputy clerk for the District, entering into financial related obligations on the District's behalf.

Serve as budget officer as required by state law. Prepare the annual budget under the general direction of the Superintendent, within legal and financial restrictions, for proposal to the school board and budget committee.

Coordinate all financial aspects of District elections for ballot measures and levies. Coordinates issuance of general obligation bonds and management of District debt.

Monitor the district budget: review financial status reports, prepare and revise projections, ensure budgetary transactions comply with statutes governing public bodies, and make recommendations on budget changes as necessary.

Direct the financial functions of the District including payroll, purchasing, accounts receivable and payable, cash management, and audit.



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Oversee food services program, including the food service management contract and management of District personnel.

Oversee procurement and management of print services contract for District.

Oversee the development and maintenance of administrative management information systems for the District.

Provide information and counsel to District administrators regarding financial policies and goals and the implications of financial decisions.

Support District representatives in employee collective bargaining, employee benefit and compensation administration by overseeing financial analysis relating to employment issues and participating on management bargaining teams.

Work with external auditors, financial advisor, bond counsel, underwriters and regulatory entities to address financial issues or capital financing.

Conduct and oversee research; prepare reports on financial issues such as new revenue, strategic planning and economic forecasts; recommends changes in policies and practices.

Represent the District at meetings with City and County management regarding intergovernmental issues.

Plan, direct and coordinate department work activities; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

### **QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of State budget law and public meetings law.



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Knowledge of financial administration including principles, methods and procedures of accounting, budgeting, investments, debt issuance, financial forecasting and analysis, purchasing, billing and collections, cashiering, and financial systems development.

Knowledge of the principles of supervision, training and performance evaluation.

Knowledge of business systems management principles and practices.

Skill in consensus building and conflict resolution.

Skill in managing projects and providing leadership and direction towards a common objective.

Skill in directing professional, technical and administrative support staff.

Ability to respond quickly to changing conditions.

Ability to think strategically and develop both short and long term plans to meet an objective.

Ability to develop and administer department goals, objectives and procedures.

Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to present technical information and data in an effective manner and prepare complex financial statements, reports and analyses.

Ability to oversee the preparation and administration of the District's budgets and preparation of the Comprehensive Annual Financial Report.

Ability to participate in the design and implementation of new accounting, budgetary and related financial systems including development and implementation of operating procedures.

Ability to communicate effectively verbally and in writing to a wide range of groups and individuals.

Ability to establish and maintain effective working relationships with financial and business communities, staff, board members, committee members, public officials and the general public.

### **Education and Experience:**

Master's degree in finance or closely related field and five years of senior level experience as a financial manager in a complex organization; or any combination of experience and training that provides the required knowledge, skills, and abilities. CPA license is desirable.