



## **TITLE: DIRECTOR, BUDGET, AUDIT AND ATTENDANCE**

### **NATURE OF WORK:**

Under general direction of the Assistant Superintendent of Business services, conducts internal review procedures related to financial accounting, budgeting, student body accounting, purchasing and other operating departments; to supervise development and monitoring of the District's budget and management reporting activities; to oversee attendance accounting activities; and to perform other job-related duties as required. Please see attached job description for the complete details of duties and qualifications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

Supervise the coordination of data collection and dissemination necessary for budget planning, development and control.

Calculates revenues and expenditures for preparation of District budget(s).

Oversee in the preparation and processing of necessary documentation affecting the District's budget.

Supervises the District's budget control system.

Maintains liaison with the County Office of Education on matters affecting the budget.

Aids in the development and maintenance of an adequate account coding system.

Supervises and audits the recording of student attendance; supervises the preparation of state attendance reports.

Plans, directs and reviews the work of assigned technical and support staff; instructs staff in work procedures.

Holds training seminars or sessions in budget operation and attendance accounting.

Assists in the establishment of formal accounting policies and procedures.

Evaluates compliance with applicable laws and regulations.

Determines if procedures in areas monitored are inadequate or deficient; recommend modifications.

Suggests procedures that provide the District with efficient business practices.

Assists appropriate department heads in implementing actions suggested.

Investigates monthly budget printouts for accuracy and ease in understanding.

Investigates warehousing to determine if procedures are adequate and are being followed.

Reviews purchasing procedures to determine that current laws are being complied with and the District procedures are being followed.

Reviews and Analyzes data, assures that appropriate budgeting controls are being followed and that budget expenditures are not over encumbered.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Forecasting budgets based on Federal, State and local economy;

Auditing and accounting theory, principles and practices, particularly as related to a school district setting;

Principles, techniques, and practices of personnel management and supervision;

Accounting rules and regulations including knowledge of California School Accounting Manual (CSAM) and Government Accounting Standards Board (GASB)

Interim Reporting.

**Skills in:**

Analyzing and evaluating complex management problems in order to present pertinent data to a variety of audiences.

Plan, direct and review the work of technical and support staff;

Train staff in work procedures;

Establish and maintain cooperative working relationships with those contracted in the course of work;

Prepare clear and comprehensive reports.

Communicate effectively, orally and in writing.

Provide strong customer service.

**PHYSICAL DEMANDS:** The physical demands described here<sup>3</sup> 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 classification, the incumbent is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk and listen carefully. Specific vision abilities required by this job include close vision for reading and computers 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, while performing the duties of this job, the incumbent regularly works in the office at a desk. The employee will be required to travel to various facilities within the District to discuss budget related matters. The employee frequently works with computers. The employee will be required to attend evening meetings including board meetings, travel and work evening and weekends. The noise level in the work environment is usually quiet. Individual is subject to frequent interruptions.

**EXPERIENCE AND EDUCATION:** Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying.

**Required Education:** Training and experience equivalent to graduation from a four-year college or university with major coursework in accounting, economics, business administration or related field or possession of a CPA Certificate.

**Desirable Education:** Completion of a Master's in Business Administration or Economics, Certified Public Accountant (CPA), Completion of the California School Business Officials (CASBO), Chief Business Official CBO Boot Camp, or other CASBO or Association of California Administrators (ACSA) Business Officer certifications.

**Required Experience:** Five years of professional-level budgeting, auditing and accounting experience, preferable with a school district, public agency or CPA firm. Professional level supervisory and/or line service in budgeting and interim reporting and attendance accounting.

**LICENSES AND CERTIFICATIONS:**

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

**OTHER CONDITIONS OF EMPLOYEMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record, which is relevant to the position.