

DRAFT

Madera Unified School District Classified Job Description

Chief Financial Officer

Purpose Statement

Directs, plans, organizes, and controls district-wide accounting operations and activities including the preparation, development and monitoring, review, of District decentralized budgets, funds and accounts; coordinates all financial operations as well as the establishment of strong internal controls; serves as key financial advisor on Superintendent's Cabinet; supervises and evaluates the performance of assigned personnel.

This job reports to Superintendent

Essential Functions

- Oversee the development and implementation of accounting programs, projects, services functions, goals, objectives, plans, and strategies, and ensures activities are carried out in a smooth and efficient manner.
- Directs the preparation of the annual budget, development calendar, management instructions budget parameters, assumptions and various allocations. Directs the preparation of preliminary and final budget summaries for all District funds upon submission and coordination of all decentralized budget management input. Projects District multi-year revenues and expenditures in compliance with state standards and criteria reporting requirements.
- Monitors, evaluates balances and reconciles categorical and various other accounts, funds and budgets.
- Assures accurate accounting of funds including income and expenditures; initiates budget and fund transfers and adjustments as appropriate; audits accounts for errors and makes appropriate corrections.
- Participates in establishing fiscal timelines, and implements annual departmental goals, objectives and priorities, directs, trains, and supervises the performance of overall accounting and payroll accounting work sections.
- Assures financial activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Manages and participates in the closing of financial records to prepare trial balance financial summary statements. Oversees preparation of accounting entries to close accounts, allocation of accounting adjustments, and consolidation to summaries. Directs and

participates in the final year-end financial reporting process and procedures to ensure compliance as required by the Governmental Accounting Standards Board and AB 1200.

- Assures protection of assets by developing, coordinating, and overseeing administration of strong internal accounting policies, controls and procedures for accounting operations that include but are not limited to revenues and reimbursements, expense budgets, accounts receivable, contracts and accounts payable, payroll, grants and entitlements, attendance accounting and other special funds.
- Forcecasts short-range and multi-year cash requirements, as a basis for maintaining adequate funds and to submit projections to various finance rating agencies to ensure adequate disclosure for proposed and outstanding debt obligations.
- Directs and prepares analyses of program and special fund costs and methods of financing, including long-range projections to various finance rating agencies to ensure adequate disclosure for proposed and outstanding debt obligations.
- Prepares the Local Control Funding Formula calculation, as needed. Assists in the district-wide coordination of the Local Control Accountability Plan budget and proportionality reporting and compliance.
- Monitors and provides feed-back regarding the operations of various District departments to assure smooth and efficient fiscal and budgetary functions and activities. Provides direct oversight and guidance to the Associated Student Body(ASB) bookkeepers; Food Services, Educational Services, Student Support Services and Bond Program accounting personnel; and related administrative staff and committees to ensure financial reporting and adherence to policies and procedures unique to the student program.
- Provides specialized accounting support of collective bargaining activities; oversees and participates in providing technical assistance and support in projecting and determining fiscal impact of negotiated settlements on the District's multi-year financial outlook, and prepares alternative scenarios; maintains confidentiality of sensitive and privileged information; prepares various financial reports and analyses for use in collective bargaining activities; oversees the preparation of AB 1200 disclosure documentation for County review prior to Board action. Presents financial and related information at negotiations team meetings, as requested.
- Communicates with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns regarding Department operations and District accounting and budgetary functions and needs; assist in the formulation, development and implementation of fiscal policies and procedures.
- Attends Board and other official meetings and proceedings on the District's behalf.
- Attends and is a member of the Charter Review Committee.
- Serves on the Board for the Madera Educational Foundation.

Other Functions

- Performs other related duties as assigned that support the overall objective of the position.

Job Requirements: Minimum Qualifications

Skills, Knowledge

The position requires; Advanced-specialized professional knowledge of the theory, principles, and procedures of accounting auditing and finance for education and public sector. In-depth knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Professional knowledge of the principles and techniques used in financial analysis and research. In-depth knowledge of the accounting data entry and storage systems used by the district. In-depth knowledge of the external audit process. Considerable knowledge of the laws and regulations governing financial transactions. Working knowledge of insurance and insurability including risk- and return analysis. Working knowledge of centralized purchasing and material management functions. Advanced math skills to perform an array of business and statistical calculations. Well-developed skill with personal computer software sufficient to design and use spreadsheet and database models. Well-developed language skills to prepare business plans and complex reports seen by the public. Well-developed human relations skills sufficient to carry out negotiations, make formal presentations, conduct performance reviews, and communicate technical concepts to diverse audiences.

Abilities

Requires the ability to: carry out all the requirements of the job. Conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, and on-going operations. Convert financial information and outcomes into reports of findings and condition. Gather and analyze data and develop conclusions and recommendations. Develop projections using historical data and inferential methods. Think critically and creatively. Supervise, train, evaluate and motivate staff in a way that optimizes service. Plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines.

Physical Abilities

Requires: ambulatory ability to sit for extended periods of time and locate to multiple locations; sufficient visual acuity to recognize letters and numbers and notice non verbal behavior; and auditory ability to hear and respond to in-person and phone conversations, and give presentations to large audiences.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Position Qualifications

Education: Bachelor's degree in Accounting, Finance, Business Administration or related field. Master's degree in Business, Public, or Education Administration is desired.

Experience: Six years of Administrative level experience in accounting systems and operations, financial reporting, and/ or audit. Experience in a public school setting is desired.

Required Testing

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice Fingerprint/Background

FLSA Status

Exempt

Approval Date

Clearance
TB Clearance

Salary Range