

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Director of Budget and Finance	<b>FLSA:</b>	Exempt
<b>Department:</b>	Budget and Finance	<b>Pay Grade:</b>	53
<b>Reports To:</b>	Assistant Superintendent, Business Services	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Directs and performs the accounting and budgeting functions of CUSD and provides accurate and timely budget information on financial data that can be used for current and future budget and finance decisions. Serves as principal advisor to top administrators concerning all budget and finance issues.

**NATURE AND SCOPE**

Works with minimal supervision to carry out wide range of senior level duties in support of the Budget and Finance, Payroll, and Accounting Departments. Position is central to the department and monitoring of the financial aspects of the District. Incumbent has a wide degree of latitude in carrying out complex and highly detailed financial duties. Problems are broadly defined and of a highly technical nature and require sound judgment and analytical skills to resolve. Interactions cover a wide range of internal and external contacts and may include senior staff and administrators, outside consultants and individuals from auditing and State regulatory groups. Is responsible for strategic budget development processes and leadership over the daily budget operations. The Director requires a demonstrated ability to facilitate all phases of the budget development process, organize day-to-day accounting for budget-related transactions and adjustments and oversee accounting for capital projects and other special funding.

**ESSENTIAL TYPES OF DUTIES**

- Manages and supervises the budget and financial aspects for the District. Facilitates the preparation, administration and execution of the CUSD budget and financial reports. Assists District and site administrators with preparation and interpretation of budget and financial items.
- Prepares, administers and monitors all quarterly financial statements for Board and administrators.
- Facilitates revenue expense transfers. Reviews expense requisitions for compliance, analyzes variances and resolves variances with department heads.
- Interprets and administers the policies, rules and regulations of the Board.
- Supervise, provide clear work direction and evaluate the performance of assigned personnel; provide clear, constructive feedback to improve staff effectiveness; recommend performance improvement plan, disciplinary and other personnel-related actions; train personnel in assigned areas.
- Organizes and conducts trainings for all district staff and site administrators. Provides technical expertise to senior staff for all related financial areas. Provides financial analysis as needed by senior staff.
- Maintains a complete set of records of financial transactions by overseeing, reviewing, and entering

transaction details onto an established financial accounting system. Classifies, codes, and consolidates charges, rates, and related financial information to either municipal or double-entry accounting system.

- Prepares periodic reports of revenue and expense performance, asset balances, cash balances, accounts payable and receivable summaries, and other accounts that contribute to a complete accounting of the activity of the organizational unit.
- Prepares audit schedules and accounting reports documenting adjustments to account balances, detailing the transaction trail for audit purposes. Assists internal and external auditors with the review of financial records and transactions.
- Addresses audit exceptions, regulations, and reporting requirement changes and creates accounting practices and procedures to adhere to changes needed.
- Assists in identifying, and participates in maintaining, sound internal accounting controls. Applies pre-established accounting controls to balance sheets, fund accounts and special accounts according to generally accepted accounting principles.
- Maintains current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues. Develops expertise in the automated accounting and general ledger system including data reporting applications and special provisions.
- Oversees, reviews and analyzes accounting transactions processed by others for accuracy, proper account coding or classification and allocation.
- Files Federal, State and local budget reports as required. Prepares various ad hoc and regular recurring reports for external agencies including those mandated.
- Perform complex analytical and technical tasks involving the position control system for Budget Development and the preparation of the annual District budgets. Accounts for staffing formulas and Allocated Personnel Units (APUs).
- Acts as a liaison with Human Resources and Technology Services.
- Responsible for ensuring that all authorized positions are in the position control system and accounted for appropriately in the District budget.
- Process improvement for Accounting, Payroll, and Budget and Finance departments.
- Performs other duties as required and assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Considerable knowledge of the principles and procedures of accounting, auditing and finance, administration and control. Comprehensive understanding of District operations, policies, procedures and goals is essential. Thorough knowledge of District financial processes and programs is essential. In-depth knowledge of Federal, State and local laws and regulations applying to District financial operations. Requires strong communication skills to explain complex and detailed information and train staff in financial processes.

**Abilities:** Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare complex analyses of systems and write reports which adequately communicate problems and solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines. Requires the ability to communicate and work with a wide range of contacts including senior officials, senior administrative staff, community members and peers. Requires the ability to organize, plan and prioritize in order to handle multiple projects simultaneously.

**Physical Abilities:** Ability to speak in a clear and convincing manner; ability to hear others; sufficient visual acuity to notice non-verbal actions and read words and letters.

**Education and Experience:** Bachelor's Degree in relevant field is required. Five years of relevant experience in accounting, budgeting, public financial management or closely related field required. Experience in a school business or accounting office is preferred. Some experience may count towards education.

**Licenses and Certificates:** Requires a valid driver's license.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.