



PERSONNEL COMMISSION

Class Code: 0385
Salary Range: 64 (M2)

FINANCIAL SERVICES OFFICER

JOB SUMMARY

Under general administrative direction, to plan, organize, coordinate, direct, staff, and evaluate activities as the administrative head of designated areas of responsibility within the Business Services Division.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Supervise several business departments including but not limited to the: accounting, budgeting, contracts, information services, payroll services, purchasing, records retention, risk management, and warehousing departments. **E**
- Recommend changes to the organization and procedures to ensure cost effective accomplishment of goals and objectives. **E**
- Interpret and implement the rules and policies of the Board of Education as they relate to assigned areas of responsibility. **E**
- Consult with and advise administrators regarding legal and procedural requirements of school district management. **E**
- Represent the Business Services Division in meetings of administrative staff, the Board of Education and its standing committees. **E**
- Confer with administrators, business executives, school staff, and the public on matters involving problem resolution within areas of responsibility. **E**
- Direct and coordinate the development and administration of budgets. **E**
- Supervise departments responsible for processing the receipt, recording, deposit, encumbrance, and disbursement of district funds. **E**
- Establish and maintain effective internal control procedures. **E**
- Supervise departments responsible for the preparation, issuance and distribution of warrants. **E**
- Coordinate external audits and arrange for specific internal audits. **E**
- Supervise the gathering and organization of financial data and the preparation of all reports required by the State, County, Board, Superintendent and Chief Business and Financial Officer. **E**
- Analyze and interpret legislation and regulations related to areas of responsibility. **E**
- Advise in matters related to investments and cash management. **E**

- Conduct special studies and prepare special reports to assist in short and long range administrative planning. ***E***
- Preside over and participate in a variety of meetings. ***E***
- Make recommendations to the Chief Business and Financial Officer and give directions to those supervised that are consistent with preserving the fiscal integrity and solvency of the District. ***E***

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Financial Services Officer serves as the administrative head of several assigned functions of the Business Services Division and must act in a manner that is above-board and ethical in appearance and in fact.

EMPLOYMENT STANDARDS

Knowledge of:

Fiscal control procedures and methods.

Theory and practice of modern school management applicable to such functions as accounting, payroll, budget, internal auditing, purchasing, contract administration, information services, records retention, and risk management.

Software applications that manage financial data.

Organization, work management and personnel supervision.

Staff training and management development techniques.

Budget development processes and methods for arriving at recommendations for expenditure reductions.

Fiscal and budgeting principles and practices.

Financial analysis and record keeping techniques.

Laws applicable to financial procedures and funding in public schools, and the California Education Code provisions pertaining to school accounting, and procedures for handling state and federal funds.

Contract management and risk management issues related to workers' compensation, property & liability and health benefits.

Purchasing and warehouse operations.

Appropriate safety and security precautions and procedures.

Ability to:

Plan, organize, coordinate, direct, staff, and evaluate all areas of responsibility.

Prepare and present clear and concise financial analyses and reports.

Perform long range budget planning.

Assimilate and evaluate data and prepare sound recommendations based upon such information.

Speak and write clearly and concisely.

Establish and maintain effective relationships with those contacted in the course of work.

Insure compliance of fiscal policies and procedures with applicable statutes and regulations.

Analyze and interpret legislation affecting business functions.

Develop and administer a large, complex budget and Chart of Accounts.

Prepare written agreements, including description of conditions, services, and stipulations appropriate to contract language.

Establish priorities and delegate effectively.

Make public presentations to large groups, explaining complex issues in an understandable way.

Operate a variety of office equipment including a computer terminal/personal computer.

Education and Training

Graduation from a recognized college or university with a major in business administration, public administration, or similar field including but not limited to education with a specialization in school administration. A Master's degree in one of the above fields is desirable.

Experience

Five years of financial management or related experience in a management or executive position in a large public or private organization with an annual budget of \$100,000,000 or greater is required. Specific financial management experience in at least three or more of the following areas would be desirable: accounting, budgeting, auditing, purchasing, finance, risk management, or information services.

Any other combination of training and/or experience which demonstrates an applicant is likely to possess the required skills, knowledges and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

Some light lifting and carrying.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/94

Revised: 3/25/04

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