ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-FINANCE

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plan, organize, control and direct District financial activities including compensation and benefits, risk management and District insurance programs; compile financial data and prepare related reports; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct District financial activities related to risk management, bond financing, payroll and employee benefits.

Compile financial data; prepare related reports and submit to local, State, federal and other funding agencies.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Coordinate issuance and documentation of District debt obligations including bonds, notes, lines of credit and lease-purchase financing; serve as official District contract officer; sign contracts for the District.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding District financial activities, insurance programs and employee compensation and benefits; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action.

Coordinate liability and workers’ compensation claims against the District; prepare, review and manage the investment of District funds.

Coordinate payroll and benefit activities with District personnel and various outside agencies; organize and implement employee health, welfare and retirement fringe benefit programs; manage District liability, property and workers compensation insurance programs; oversee assigned trust funds.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate
a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; chair the Insurance Advisory committee; and administer the Elk Grove Benefits Employee Retirement Trust (EGBERT).

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of financial activities.
Financial analysis and projection techniques.
Business functions of a school district.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct District financial activities.
Supervise the performance of assigned personnel.
Analyze financial data and prepare forecasts and recommendations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of finance and/or insurance.
LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.