

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.