

FALLBROOK UNION HIGH SCHOOL DISTRICT

DIRECTOR OF FINANCE

DEFINITION

Under the supervision of the Assistant Superintendent, Business Services, the Director of Finance serves as the finance officer of the district, supervises employees performing complex accounting tasks to assure efficiency, legality, and accuracy of district budget and accounting systems and transactions. The Director of Finance is responsible for payroll, accounts payable, accounts receivable -including developer fees, purchasing – including GASB34 reporting, student attendance accounting, budget development and monitoring, position control system, internal auditing, and year-end closing processes.

SUPERVISION RECEIVED AND EXERCISED

- Reports to the Assistant Superintendent, Business Services
- Provides direct supervision for staff of Business Office

EXAMPLES OF DUTIES AND RESPONSIBILITIES

(Duties may include, but are not limited to, the following:)

1. Responsible for financial record keeping operations.
2. Responsible for District, County, State and Federal agency reports.
3. Advises administration on fiscal status and control.
4. Responsible for payroll records and processes payroll.
5. Assists the Assistant Superintendent, Business Services in development and control of the budget.
6. Responsible for student attendance accounting for District.
7. Responsible for the recording and receipts of monies, deposits, and reconciliation of bank statements.
8. Monitors site and department budgets.
9. Monitors district cash flow and TRANS participation.
10. Prepares complex reports related to negotiations, revenue and expenditure projections, and special funds.
11. Coordinates audits with federal, state and county requirements and with the firm selected to perform the District's annual audit.
12. Responsible for monitoring, reconciling and maintaining accurate and detailed records for all funds.
13. Responsible for planning, developing and maintaining proper fiscal controls for all funds.
14. Responsible for the year-end closing process.
15. Responsible for all aspects and procedures of the District's business office, including but not limited to, conformity with generally accepted accounting principles and compliance with the California School's Accounting Manual.
16. Through continued study, maintains an understanding of current ideas and trends pertaining to California School District accounting practices and procedures.
17. Participates in District-provided in-service training programs.

18. Maintains a friendly and supportive atmosphere for students, faculty, staff and the public.
Performs other related duties as assigned.