

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 392  
EXEMPT

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### SENIOR DIRECTOR – INTERNAL FINANCE

#### **BASIC FUNCTION:**

Under the general direction of the Deputy Superintendent, Business Services, supervise and coordinate the internal business operations and activities of the Fresno County Superintendent of Schools (FCSS); plan, develop, direct, and supervise the operation of FCSS's budget, cash management, accounting, position control, financial reports, purchasing, payroll, vendor payments, and collection of accounts; provide fiscal advice and make financial decisions on behalf of the FCSS that promote long-term financial solvency; design and implement internal control procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Analyze fiscal impact of new and/or proposed legislation on the financing of programs and provide related advice and guidance to county office administrators.
- Collect, prepare and organize data to be used in bargaining unit negotiations.
- Develop and oversee FCSS Internal Business Services policies, accounting standards, and business practices; collaborate with county office administrators and staff, participate in FCSS strategic planning.
- Estimate revenues and expenditures; develop budget assumptions, guidelines and instructions for the Deputy Superintendent, Business Services' review and approval; review and approve budget changes within preset guidelines; monitor and analyze budgets on a regular and consistent basis.
- Locate and compile data and prepare financial reports and statistical summaries such as the annual budget report; present financial reports to the Fresno County Board of Education (FCBE) and other departments and/or organizations as necessary.
- Plan, organize, control and direct the budget, accounting, and student attendance functions for FCSS.
- Provide training and support to all budget managers of FCSS to promote the efficient and effective operation of all FCSS programs.
- Provide technical advice and coordinate fiscal management services to FCSS programs; interpret and provide guidelines, applicable regulations and policy provisions; respond to concerns and requests for information.
- Provide technical expertise, information and assistance to administrators and Deputy Superintendent regarding FCSS budgets and financial and accounting activities; advise the Deputy Superintendent of trends or problems and recommend appropriate budgetary action.
- Respond to requests for information and assist auditors in their review of financial records.
- Serve on steering committees as assigned; provide financial systems training to FCSS personnel as assigned.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.

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- Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

### **OTHER DUTIES:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Grant Accounting.
- Standard business practices, procedures, and internal controls.
- Principles of management, supervision, and training.
- Statistical, research, and survey methods.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Coordinate activities, information, personnel and resources to ensure business operations run smoothly and effectively.
- Direct, prioritize, and schedule assignments.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Effectively organize and prioritize assigned work.
- Effectively present information and respond to questions from groups and individuals.
- Plan and organize work.
- Prepare clear and concise written correspondence; prepare and deliver oral presentations.
- Prepare state and federal reports.
- Prepare, present, and monitor the FCSS budget.
- Principles and practices of administration, supervision and training.
- Provide leadership on FCSS financial issues.

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED MANAGEMENT POSITION**

- Work with accuracy and attention to detail.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

#### **EDUCATION:**

- Bachelor's degree in Accounting or Business Administration or related field.
- Master's degree preferred.

#### **EXPERIENCE:**

- Five (5) years of related experience with increasing supervisory responsibility.

### **LICENSURE AND OTHER REQUIREMENTS:**

- Chief Business Official (CBO) certification preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

#### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

## **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS CLASSIFIED MANAGEMENT POSITION**

- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: July 1, 2013

Approved: July 11, 2016

Revised: July 1, 2018