



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

CHIEF FINANCIAL OFFICER

DEPARTMENT/SITE: Business

SALARY SCHEDULE: Classified Management

SALARY RANGE: 42

WORK CALENDAR: 261 Days

REPORTS TO: Superintendent

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Superintendent, the Chief Financial Officer directs, plans, organizes, and controls district-wide accounting operations and activities including the preparation, development and monitoring, review, of District decentralized budgets, funds and accounts; coordinates all financial operations as well as the establishment of strong internal controls; serves as key financial advisor on Superintendent's Cabinet; supervises and evaluates the performance of assigned personnel. The incumbents in this classification provide the school community with leadership in financial operations which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assist in selection, training, supervision of staff; provide guidance, coaching, or discipline process as needed; conduct probationary and annual performance evaluations.
- Assures accurate accounting of funds including income and expenditures; initiates budget and fund transfers and adjustments as appropriate; audits accounts for errors and makes appropriate corrections.
- Assures financial activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assures protection of assets by developing, coordinating, and overseeing administration of strong internal accounting policies, controls and procedures for accounting operations that include but are not limited to revenues and reimbursements, expense budgets, accounts receivable, contracts and accounts payable, payroll, grants and entitlements, attendance accounting and other special funds.
- Attends and is a member of the Charter Review Committee.
- Attends Board and other official meetings and proceedings on the District's behalf.
- Communicates with administrators, personnel, and various outside agencies to exchange information, coordinate activities, and resolve issues and concerns regarding Department operations and District accounting and budgetary functions and needs; assist in the formulation, development and implementation of fiscal policies and procedures.
- Directs and prepares analyses of program and special fund costs and methods of financing, including long-range projections to various finance rating agencies to ensure adequate disclosure for proposed and outstanding debt obligations.
- Directs the preparation of the annual budget, development calendar, management instructions budget parameters, assumptions, and various allocations; directs the preparation of preliminary and final budget

summaries for all District funds upon submission and coordination of all decentralized budget management input; projects District multi-year revenues and expenditures in compliance with state standards and criteria reporting requirements.

- Forecasts short-range and multi-year cash requirements, as a basis for maintaining adequate funds and to submit projections to various finance rating agencies to ensure adequate disclosure for proposed and outstanding debt obligations.
- Manages and participates in the closing of financial records to prepare trial balance financial summary statements; oversees preparation of accounting entries to close accounts, allocation of accounting adjustments, and consolidation to summaries; directs and participates in the final year-end financial reporting process and procedures to ensure compliance as required by the Governmental Accounting Standards Board and AB 1200.
- Monitors and provides feed-back regarding the operations of various District departments to assure smooth and efficient fiscal and budgetary functions and activities; provides direct oversight and guidance to the Associated Student Body (ASB) bookkeepers, Food Services, Educational Services, Student Support Services and Bond Program accounting personnel; and related administrative staff and committees to ensure financial reporting and adherence to policies and procedures unique to the student program.
- Monitors, evaluates balances and reconciles categorical and various other accounts, funds, and budgets.
- Oversees the development and implementation of accounting programs, projects, services, functions, goals, objectives, plans, and strategies, and ensures activities are carried out in a smooth and efficient manner.
- Participates in establishing fiscal timelines, and implements annual departmental goals, objectives, and priorities; directs, trains, and supervises the performance of overall accounting and payroll accounting work sections.
- Prepares the Local Control Funding Formula calculation, as needed; assists in the district- wide coordination of the Local Control Accountability Plan budget and proportionality reporting and compliance.
- Provides specialized accounting support of collective bargaining activities; oversees and participates in providing technical assistance and support in projecting and determining fiscal impact of negotiated settlements on the District's multi-year financial outlook, and prepares alternative scenarios; maintains confidentiality of sensitive and privileged information; prepares various financial reports and analyses for use in collective bargaining activities; oversees the preparation of AB 1200 disclosure documentation for County review prior to Board action; presents financial and related information at negotiations team meetings, as requested.
- Serves on the Board for the Madera Educational Foundation.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Theory, principles, and procedures of accounting auditing and finance for education and public sector including General Accepted Accounting Principles (GAAP)
- Principles and procedures used in budget preparation, accounting administration, and development of internal controls
- Professional knowledge of the principles and techniques used in financial analysis and research
- Escape or similar financial system
- External audit process

- California Education Code
- Laws and regulations governing financial transactions including IRS regulations
- STRS and PERS reporting and retirement rules
- Insurance and insurability including risk- and return analysis
- Centralized purchasing and material management functions
- District collective bargaining agreements
- Math to perform an array of business and statistical calculations
- English grammar, usage, punctuation, and spelling
- Computer usage including related software

Skills and Abilities to:

- Prepare business plans and complex reports seen by the public
- Make formal presentations and communicate technical concepts to diverse audiences
- Conduct complex analyses of accounting systems, financial reports, business opportunities such as grants and capital projects, and on-going operations
- Convert financial information and outcomes into reports of findings and conditions
- Gather and analyze data and develop conclusions and recommendations
- Think critically and creatively
- Supervise, train, evaluate, and motivate staff in a way that optimizes service
- Plan, organize and prioritize complex and technical work processes to meet schedules and timelines

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing a department; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units are often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree in Accounting, Finance, Business Administration, or related field. Master's degree in Business, Public, or Education Administration is desired.

EXPERIENCE REQUIRED:

Six (6) years of administrative level experience in accounting systems and operations, financial reporting, and/or audit. Experience in a public-school setting is desired.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive to various district sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy office environment
- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen