

**CLOVIS MUNICIPAL SCHOOLS
JOB DESCRIPTIONS**

Position: Assistant Director of Finance

Supervisor: Director of Finance

General Job Description: Assist the Director of Finance and the Superintendent in the management of financial matters of the school district.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local Support Performance Evaluation Plan.
11. Assist in training of Accounts Payable. Supervise said personnel and therefore be familiar with said duties.
12. Apply cost/benefit analysis methods to current and proposed financial matters.
13. Report to management on progress of financial matters.
14. Assist in the development of the financial budgets.
15. Be familiar with District, State, and Federal laws and regulations regarding financial matters.
16. Identify potential areas of improvement achievable through new and improved systems.
17. Review requests for additional financial services and identifies impacts on current and planned resources.
18. Assist in making district financial investments.
19. Report to management regarding performance of personnel, and equipment resources, and identify significant trends.

20. Supply information and assist in making reports as may be required.
21. Assist the Director of Finance in developing the district's annual budget.

Additional Duties and Responsibilities:

1. Other tasks as may be assigned by the Director of Finance and/or the Superintendent.

Qualifications:

1. Bachelor's degree in appropriate field or equivalent job related experience.
2. Graduation from a certified/licensed or accredited educational institution with some coursework in business administration with emphasis in accounting.
3. Supervisory experience in a business environment.
4. Some experience with budgets and benefits reports is preferred.
5. C.P.A. license is preferred.
6. Such alternatives to the above as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine. Manual dexterity is needed to load diskettes and magnetic tapes.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all equipment including current technology. Computer, adding machine, typewriter, calculator, keyboard, telephone, and other equipment appropriate for this position.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine, multiple tasks. Must be alert and able to meet deadlines. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to get along with co-workers/supervisors. Must be able to work well with the public for long periods

of time. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

Revised 09/03