



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

TITLE: ASSISTANT DIRECTOR, BUSINESS SERVICES

WORK YEAR: 12 Months

VACATION: 27 Days

REPORT TO: Director V, Business Services

PRIMARY FUNCTION:

Under the direction of the Director, Business Services, plans, organizes, administers, and supervises functions within the accounting and budget operations of Business Services. Performs related duties and responsibilities as required.

RESPONSIBILITIES:

- Plans, prepares and analyzes budget, cash flow, and fiscal reports; makes recommendations for change or corrections
- Monitors and controls budgeted revenues and expenditures of all district funds
- Implements internal audits and reviews to strengthen district internal control
- Assists with year-end closing and year-end reports
- Assists with the Associated Student Body Functions
- Prepares interim financial reports and mandated actuals
- Coordinates, analyzes, and submits county, state and federally required reports
- Coordinate in the audit of the financial records of the district
- Assists in special financial or statistical research as required by the administration
- Interacts directly with administrators, program managers, and other district personnel regarding accounting, budget and financial information
- Provide resource material for employee negotiations
- Coordinate and maintain efficiency of computer operations
- Administration of requirements established by the California School Accounting Manual and generally accepted accounting principles
- Coordinate the workload and evaluate the performance of assigned staff
- Prepare and deliver presentations, attend meetings
- Performs related duties as assigned
- Administer the District's long-term capital & financial planning program

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and procedures used in general accounting, cost accounting, budgeting, auditing, payroll, and accounts payable/receivable
- administrative analysis techniques including error recognition
- Computerized accounting procedures, laws, rules/regulations, and practices related to school district budgeting, accounting principles, practices and procedures, modern data processing systems and procedures.

ABILITY TO:

- Supervise, train, and evaluate subordinates
- perform professional-level accounting and auditing applying generally accepted accounting principles and practices
- establish accounting systems and procedures
- perform statistical and financial analysis
- prepare clear and concise financial and accounting analysis reports
- read, understand, interpret, and apply specific district, state, county, and other assigned accounts, fiscal requirements, procedures, policies and laws
- make calculations rapidly and accurately
- understand and follow oral and written instructions
- establish and maintain effective work relationships with others
- ability to communicate effectively both orally and written

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in accounting, finance, business administration, public administration, or a related field and three years' professional level experience in business management, administration analysis, and computerized systems. Must possess a valid California Driver's License during the course of employment.

PHYSICAL

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.

ENVIRONMENT:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

WORKING CONDITIONS:

- Office environment
- Demanding time lines
- Subject to frequent interruptions and contact with other employees