

GENERAL RESPONSIBILITIES

Under the general leadership of the Assistant Superintendent, Business Services, oversee and supervise the business operations of the District.

DUTIES AND RESPONSIBILITIES

1. Implement the philosophy, goals, objectives, and policies of the District as adopted by the Board of Trustees and Cabinet.
2. Lead, plan, organize, manage, direct, coordinate, and oversee the activities of the Business Services division and its staff members.
3. Administrate, manage, and assist with the business operations of the District including, but not limited to, the following: budget development, accounts payable, associated student body accounts, school site budgets, facilities use, attendance accounting, enrollment projections, staffing, purchasing/receiving (warehouse), mandated costs, data processing, multi-year budget projection, facilities, maintenance, Plummer Auditorium, internal auditing, and internal controls.
4. Plan, organize, direct, supervise, and evaluate staff members.
5. Develop, interpret, administer, and enforce policies, procedures, and regulations.
6. Interface with Board of Trustees, parents, staff members, students, regulatory agencies, community groups, etc.
7. Coordinate and facilitate business activities with school sites and District departments.
8. Establish, foster, and maintain cooperative and harmonious working relationships.
9. Facilitate inter-department and school site communication.
10. Maintain records, attend meetings, conduct studies, prepare reports, and make presentations.
11. Participate in meetings, workshops, and seminars.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of laws and regulations governing public school finance including, but not limited to, the following: budget, accounting, payroll, purchasing, associated student body, governmental audit standards, fiscal controls, staff supervision, student attendance, etc.

Ability to:

1. Speak pleasantly and enunciate clearly.
2. Interpret and apply Federal, State, and local laws.
3. Interpret and analyze complex problems.
4. Develop and evaluate alternate solutions and propose an appropriate plan of action.
5. Plan, organize, and meet schedules/timelines and deadlines.
6. Work independently with little or no direction.
7. Operate a computer and current software and other office equipment.
8. Maintain accurate records.
9. Lead, supervise, coach, train, evaluate, and discipline staff members.

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10. Understand and carry out oral and written directions.
11. Speak and write English clearly and correctly.
12. Maintain a neat, clean appearance, and have a sense of orderliness.
13. Display initiative, good judgment, tact, patience, professionalism, and confidentiality.
14. Work cooperatively with those contacted within the position's scope of work.
15. Possess a valid California driver's license.

Education, Training, and Experience

- Minimum: High School Diploma or GED, and Bachelor's degree
- Acceptable: Any combination of education and work experience equivalent to a Bachelor's degree in business, accounting, management, or a related field with five (5) years of demonstrated effective and increasingly responsible supervisory experience in administration, supervision, fiscal management/oversight, preferably in a California K-12 environment.
- Desired/Preferred:
Bachelor's degree or higher from an accredited four-year college or university with a major in business, accounting, management, public administration, education, or related field.
- CASBO - Chief Business Official Certification
- FCMAT - Chief Business Official Mentor Program Graduate

WORKING CONDITIONS

Environment: Office environment, subject to moderate noise, considerable distraction, and constant interruptions; requires meeting multiple demands from several people and interaction with the public, staff MEMBERS, and students.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer terminal and standard office equipment; reaching overhead, above shoulders and horizontally to retrieve files, moderate lifting and occasional carrying 25 – 50 pounds; bending at the waist; hearing and speaking to exchange information; seeing to read and verify output documents; pushing or pulling; frequent and repetitive standing and sitting motions; sitting and standing for extended periods of time; twisting and turning when performing primarily office duties; reaching may be performed on a frequent to continuous basis for limited periods of time. Specific vision abilities required by this job include close vision. Satisfactory hand-eye coordination necessary in performing clerical duties.

HAZARDS

Extended viewing of computer monitor.

Regulation approved: September 5, 2005; August 4, 2014