[illegible]

4-4-2024

4-4-2024
8-21-00
CABINET REVISION: 10-12-2020

BASIC FUNCTION:

Under general direction of the Chief Business and Operations Officer, plan, organize, and direct the district's financial operations including Budget, Accounting, Payroll, Purchasing, Grants, and Position Control; implement services and programs to achieve operational goals; model leadership and alignment with student achievement (LCAP).

REPRESENTATIVE DUTIES:

Prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. Direct the preparation of the district's annual budget; interprets, applies, and assures compliance with federal, state, county, and city statutes, laws, codes, regulations, and legal requirements for the purpose of providing written support and/or conveying information in compliance with guidelines. **E**

Prepare forecast data, plan organize, and implement long and short-term programs and activities designed to enhance assigned budgets. **E**

Analyzes data from internal and external sources for the purpose of identifying issues; ensuring compliance with policies and procedures; making good fiscal decisions; and/or monitoring program components. **E**

CollaboratesParticipate on
negotiations teams as assigned. **E**

Insure accurate calculation of all non-categorical revenues for the District. Collaborate with the State and Federal Program office for accuracy. **E**

Oversee and develop computational data for required governmental reports and grants showing total District

and school business management, preferably in a large public school system