

## FACILITIES FINANCIAL OPERATIONS MANAGER

### DEFINITION

Manages, plans, and coordinates staff involved in budget development, controls, accounting activities, and financial data for Facilities Services Division's billion dollar capital funds.

### TYPICAL DUTIES

Plans and manages the activities of staff engaged in the maintenance of a variety of accounting records and controls applicable to the Facilities Services Division.

Develops, recommends, and implements policies and procedures related to budgetary and accounting controls for the Facilities Services Division.

Monitors and coordinates auditing accounting functions to ensure compliance with established operational procedures and local State and Federal laws.

Manages and coordinates internal and external audit responsibilities related to bond measures and related facilities capital funds.

Manages the activities related to division budget development, maintenance, and monitoring of expenditures.

Consults and works with various departments such as the Accounting and Disbursements Division and Budget Services and Financial Planning regarding pertinent laws, requirements, systems, and procedures as they relate to the Facilities Services Division.

Reviews accounts to ensure conformance with program guidelines, District's revenue sources, expenditure forecasts, and operational and project budgets from various funding sources.

Works collaboratively with vendors and construction managers in resolving issues involving budget and payment issues.

Reviews and approves financial activities such as budget modifications and adjustments, imprest fund reimbursements, and reallocation of funds.

Manages and reviews the preparation of financial statements, reports, projections, and recommendations, on which important administrative decisions are based.

Analyzes legislation, laws, rules, and legal opinions affecting District finances.

Participates in the development and maintenance of accounting systems and data review as necessary to ensure accuracy in reporting and compliance with applicable policies and laws.

Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Financial Operations Manager is responsible for managing the budgeting and accounting activities for the Facilities Services Division's capital and associated funds.

The Director of Facilities Program Support Services assists the Chief Facilities Executive in the overall administration of the Facilities program, carries out special projects, and oversees all funding and contract aspects of the facilities programs. The Deputy Director of Facilities

Program Support Services assists in the daily administration of the branch, participates in planning, organizing, and directing branch functions, carries out particularly complex or sensitive projects, and acts for the Director as required.

A Facilities Support Services Financial Specialist plans, coordinates, supervises, and participates in the compilation and analysis of data regarding branch fiscal and administrative activities related to facilities support services.

## SUPERVISION

The Facilities Financial Operations Manager receives administrative direction from the Director of Facilities Program Support Services and exercises general direction over lower-level management, professional, and clerical personnel.

### Knowledge of:

- Principles and practices of business and public administration as they relate to budget preparation and control, fiscal management, and financial analysis
- California School Accounting Manual, California Education Code, and Board of Education and Personnel Commission rules
- Legal bases and sources of finance for California school building programs
- Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls
- Information systems capabilities and methods used in budget development and administration and fiscal controls
- Administrative, fiscal, and statistical analysis techniques
- Economic and financial forecasting techniques
- Principles of public administration and personnel management
- Provisions of labor agreements relative to supervisor/employee relations
- Organization and functions of District administrative units
- Data processing concepts and practices as they relate to the development of financial management

### Ability to:

- Evaluate procedures and problems and develop and install improvements
- Analyze financial data, laws, and regulations
- Maintain effective relations with outside contractors, District personnel, and representatives of public agencies
- Develop and implement clear, concise budget plans, business management procedures, and reports
- Present clear and effective oral and written reports
- Direct and evaluate staff training

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, public administration, accounting, finance, economics, or a related field.

### Experience:

Five years of professional-level or managerial experience in accounting or financial management for an organization with at least 1,000 employees or in a school district with at least 10,000 ADA. Finance, accounting, or budgeting experience related to administering or managing bond funds is preferable.

## SPECIAL NOTES:

1. Management class.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class  
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