

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**DIRECTOR OF FINANCE**

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**Purpose Statement:**

The job of DIRECTOR OF FINANCE is done for the purpose/s of managing the districts financial functions including preparation and monitoring of the district budget; providing required guidance and support of assigned accounting projects; maintaining accurate records and internal controls throughout the district; submitting required reports.

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**Not Evaluated Functions**

- Analyzes short and long term operating plans for the purpose of providing required fiscal guidance and support.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Composes a wide variety of materials (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Coordinates assigned accounting projects (e.g. ASB Activities, Fiscal Audits, etc.) for the purpose of providing required guidance and support.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting District goals.
- Implements accounting procedures for the purpose of maintaining accurate records and internal controls throughout the district.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Manages a wide variety of programs for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Monitors budgets and expenditures for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches financial information and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

- Responds to inquires for the purpose of providing information and/or direction.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to Specific skills required to satisfactorily perform the functions of the job include: none specified.

**Responsibility**

Responsibilities include: .

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Generally the job requires 100% sitting, % walking, and % standing. This job is performed in a generally clean and healthy environment.

**Experience**

**Education**

**Required Testing**

None Specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

None Specified

**FLSA Status**

**Approval Date**

**Salary Grade**

Job description available upon request