

FINANCE ADMINISTRATOR (EXEMPT)

BASIC FUNCTION/DESCRIPTION OF POSITION:

As part of the Altus Schools Leadership Team; plan, organize, and oversee the administration and operations of the Business Services department for Altus Schools. Assure financial stability; contribute to the strategic direction of Altus Schools in carrying out the Mission, Vision, and Strategic Initiatives. Supervise and maintain appropriate records and compliance practices for the Business Services department.

REPRESENTATIVE DUTIES:

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

- Plan, organize, and administer the successful implementation of school finance best practices; contribute to the strategic direction of Altus Schools in carrying out its mission, vision, and strategic initiatives.
- Oversee the development of the annual budget; monitor income and expenditures; prepare budget recommendations for the Board; maintain current knowledge of fiscal-related issues.
- Assist in the development of the Local Control Accountability Plan (LCAP).
- Attend Board meetings and prepare Board resolutions, and briefings, follow-up on Board issues as appropriate.
- Attend a variety of local, city, county, state, and federal meetings as assigned; attend conferences and workshops. Make presentations and conduct assigned meetings, prepare agendas, review minutes, and provide information and guidance as necessary.
- Prepare and maintain a variety of records and reports including budgets, property contracts, legislative updates, and other reports related to assigned functions; direct the preparation and maintenance of a variety of narrative and statistical reports related to business operations.
- Coordinate the investment of school funds.
- Oversee insurance policies and insurance claim settlements.
- Prepare and submit annual reports.
- Provide technical expertise, information, and assistance to the Leadership Team regarding assigned functions; participate in the formulation and development of fiscal policies, procedures, personnel and programs.
- Communicate with other administrators and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Oversee the Risk Management Program.
- Monitor all categorical budgets.
- Monitor open purchase orders.
- Implement and manage asset management systems.
- Oversee all applicable aspects of payroll, including but not limited to, entering new hire employment information into payroll system and placement on payroll schedule.
- Oversee the development of the annual student attendance calendar.
- Oversee ADA; project annual ADA; conduct internal attendance audits.
- Facilitate external auditing process.
- Prepare for Senate Bill 740 requirements for independent study schools.
- Work alongside other organizations that support the school.
- Perform assigned duties related to contracted agreements entered into by employer.

- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Administration of California public school finance and business operations.
- Independent study program requirements in California.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures affecting school Business operations.
- Budget preparation and control.
- School business management including finance, facilities acquisition, construction, and maintenance, risk management, purchasing, and inventory controls and others as assigned.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Plan, organize, and administer the successful implementation of the Business operations of Altus Schools.
- Ability to plan and set a financial strategy.
- Plan, organize, and direct complex projects.
- Provide creative and effective solutions for meeting the financial needs of Altus Schools.
- Supervise, evaluate, and maintain performance and compliance records of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Ability to manage diversity.
- Prepare comprehensive narrative and statistical reports.
- Oversee the maintenance of a variety of reports and files related to assigned operations and activities.
- Advanced Excel skills: Pivot Tables, Flash Fill, VLOOKUP, XLOOKUP, Filters, SUMIFS, Power Pivots, etc.
- Ability to create advance Excel templates that are easy to use and can be incorporated into work processes

PHYSICAL DEMANDS/ENVIRONMENT:

The physical requirements outlined below are examples of the physical aspects that the person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone and in addressing co-workers.
- Occasional or frequent standing, walking, sitting, bending, lifting, and reaching for extended periods of time.

- Sufficient manual dexterity and/or mobility to grasp and /or manipulate objects, operate mechanical equipment, and move about the work area.
- Work environment in an office setting with possibility of high noise levels and perceiving a variety of office related sounds by ear.

EDUCATION AND OR/EXPERIENCE:

- BS in Accounting, Business Administration with an emphasis in accounting, or finance, or CPA is required.
- Experience with California Education Code, and federal and state regulations
- Experience with public finance transactions
- Minimum of ten years of overall professional experience
- Minimum of five years of financial and operations management with a school district, charter school, nonprofit, major company, or division of a large corporation.
- Minimum of five years of progressive senior responsibilities in developing and building out financial reporting structures.

SALARY: \$170,000-\$197,076.59 (DOE)