

*Code: 7118*

*Title: FINANCIAL ADMINISTRATOR-SCHOOLS DEPT.-UNCLASSIFIED*

**SUMMARY:** Plans, directs and controls the financial administration operations of the School Reserve Fund and the Superintendent of Schools Department and is distinguished from other financial classifications by its specialization in school financial administration, to include long- and short-range financial planning and implementation. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, directs and administers the financial activities of the Superintendent of Schools business office;  
Manages and administers the School Reserve Fund;  
Develops long- and short-range financial plans and objectives by preparing cost projections and forecast studies, and directs implementation of specific financial programs to accomplish departmental objectives;  
Supervises and participates in financial analyses to support educational functions;  
Develops and submits the departmental budget and monitors expenditures;  
Researches and identifies funding sources and submits or coordinates preparation of grant requests;  
Develops and implements policies and procedures for financial operations and financial investigations;  
Evaluates effectiveness of financial operations program and directs needed changes;  
Develops and directs the installation of new or modified financial cost accounting and records management systems in areas such as payroll, purchasing and inventory control;  
Calculates school district property tax rates;  
Functions as financial liaison with Pima County School Districts, Arizona Department of Education and other county departments and represents the Superintendent of Schools in matters pertaining to financial administration;  
Reviews and evaluates grant and contract requests, income management reports and revenue studies for departmental financial planning considerations;  
Coordinates financial services with other divisions to meet the needs and goals of the department;  
Develops and recommends cost reduction and/or cost avoidance procedures;  
Participates in the development of department policy and procedures and implements financial aspects of new or modified procedures;  
Coordinates accounting data collection and reporting requirements with departmental and county data processing staff;  
Supervises, trains and evaluates professional accounting and support staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public sector financial planning and administration;
- financial investigative and analytical techniques;
- budget preparation and monitoring;
- grant writing and funding sources for schools and educational programs;
- principles and practices of cost accounting and records management;

- automated accounting systems and financial reporting;
- county, federal and school district accounting and financial management procedures;
- principles and practices of employee supervision, training and evaluation;
- county personnel policies/procedures and merit system rules.

Skill in:

- developing, submitting and monitoring annual budgets;
- performing financial investigations and analysis;
- developing and implementing short- and long-range financial plans;
- identifying funding sources and submitting grants;
- evaluating program effectiveness and implementing new or revised policies and procedures;
- communicating effectively, both orally and in writing.
- supervising, training and evaluating professional accounting and support personnel;
- use of computer-based resources for financial management.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration, accounting, finance, management or a related field as defined by the appointing authority at the time of recruitment and four years of professional accounting or financial administration experience, plus one year of supervisory experience (which may be concurrent with other required experience).

(A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of required professional experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.