

HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION

Job Title:	Assistant Director Finance	FLS Status:	Exempt
Job Family:	Administrative	Pay Range:	Schedule A/Grade M
Prepared/Revised Date:	September 10, 2024	Job Code:	34224
		Days:	260

**SUMMARY** Under the direction of the Executive Director of Finance, the Assistant Director of Finance directly oversees activities of the grants administration team and the customer support/project coordinator and assists in overseeing the activities of a payable and receivable, school and department support, financial reporting, and business systems support teams within the Finance Department. The Assistant Director ensures compliance with legal mandates, IRS regulations, Board policies, Superintendent policies, District policies, administrative policies, grants, and other applicable policies. The Assistant Director performs each essential

duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Description of Job Tasks





department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practices, safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

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MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (not weather)	X			
Work near moving mechanical parts	X			
Work in high precarious places	X			