

# Irvine Unified School District

## CHIEF FINANCIAL OFFICER BUSINESS SERVICES

In the position of the Superintendent, is responsible for the administration of the budget, fiscal planning, purchasing, transportation, accounting, insurance program, food services, attendance accounting, maintenance and operations, Information Systems, and the building program of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assumes responsibility for budget development, Control, and long-range financial planning.
- Develops and administers a program for purchasing contract service, supplies and equipment.
- Develops a facility expansion and maintenance program and supervises plant construction.
- Administers, through the food services director, the cafeteria services and the school lunch program.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the District.
- Assumes responsibility for the employment and evaluation of personnel in absence program.
- Manages the District's real estate and Insurance programs.
- Supervises the development of required financial reports as required for all funds.
- Consults with the Superintendent and other personnel on questions relating to the District's financial affairs.

Minimum of five years of experience in the field of education, business management, or accounting, including at least three years of experience in a supervisory capacity.

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