



# Twin Rivers Unified School District Is Seeking a

## Director, Budgetary Accounting

**“To Inspire Each Student to Extraordinary Achievement Every Day”**

Twin Rivers Unified School District (District) provides an educational environment that offers all students the opportunity to reach their full potential and participate as prepared citizens of the global community. The District has a vision of an unwavering commitment to every student’s journey to ensure all graduate college and career ready. We are the 28th largest school district in California and we are fully committed to our mission: To inspire each student to extraordinary achievement every day!

The District serves 28,000 students in northern Sacramento County who come from families that speak 46 different languages. Our diverse students and staff are amazing people, and we are proud of them. Our 3,100 employees have won awards such as Sacramento County Teacher of the Year, California Teacher of the Year, California Classified School Employee of the Year, Sacramento Arts & Business Council’s Arts Educator of the Year, a few different awards from the Association of California School Administrators, and ten consecutive years of the Association of School Business Officials International Meritorious Budget Award.

**TWIN RIVERS UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

- Michelle Rivas, President
- Michael Baker, Vice President
- Basim Elkarra, Clerk
- Bob Bastian, Member
- Linda Fowler, J.D., Member
- Ramona Landeros, Member
- Rebecca Sandoval, Member

**Steven Martinez, Ed.D., Superintendent**

**TWIN RIVERS UNIFIED SCHOOL DISTRICT**  
**Sacramento County**  
*An Equal Opportunity Employer*

### QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree or higher in business, economics, accounting, finance, or related field from an accredited college or university
- Experience above the minimum three years may be substituted for education on a two years experience equals one year of education basis
- Three years increasingly responsible experience in the administration of school budgets or accounting, required

### SALARY

The salary range for this position is **\$109,952 to \$136,430**. In addition to this salary, excellent benefits are provided.

### TENTATIVE SELECTION TIMELINE

<b>Application deadline</b> .....	<b>3/23/20</b>
Paper screening completed .....	3/25/20
<i>Planned</i> candidate interviews .....	4/2/20
<i>Planned</i> final interviews .....	4/16/20
Appointment by Board .....	TBD

**Note:** Dates shown above are for planning purposes and can be subject to change. Check School Services of California Inc.’s (SSC) website for current dates.

### APPLICATION PROCEDURE

To open a file and be initially considered, a candidate must provide:

- A letter of interest and résumé
- A one-page application form available at:  
[www.sscal.com/lea-job-opportunities](http://www.sscal.com/lea-job-opportunities)

Extensive references, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.



## THE POSITION

Under general direction, the Director, Budgetary Accounting develops, controls, and analyzes categorical and districtwide budget development; compiles various reports for District management and county, state, and federal government agencies; and supervises assigned personnel.

## ABOUT THE DISTRICT

There are approximately 28,000 students in the District, which includes four comprehensive high schools, five middle schools and 29 elementary schools. The District also offers families the option of two alternative high schools, two special education centers, an independent learning center, an opportunity school, preschools, three dependent charter schools with eight campuses and Twin Rivers Adult School.

The District encompasses 82 square miles in a growing, ethnically diverse region characterized by a mix of suburban development and light industry. Our families live in the communities of Arden Fair, Del Paso Heights, Dos Rios, Elverta, Foothill Farms, Gardenland, McClellan Park, Natomas, Northgate, North Highlands, North Sacramento, Robla, Rio Linda, and Woodlake.

The District's General Fund budget is approximately \$349 million and maintains a healthy reserve.

## DUTIES AND RESPONSIBILITIES

The following responsibilities are essential for this position:

- Train and supervise the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions

- Monitor and adjust workflow and assignments to meet established timelines
- Perform complex technical calculations needed to project categorical program and fund income and expenditures; assist in preparing the annual budget
- Forecast state and federal categorical revenues and expenditures
- Perform quarterly statistical analyses and comparisons of categorical program expenditures in relation to the approved budget
- Work closely and cooperatively with categorical program managers and site administrators to help prevent over-expenditures and advise if budget revision or reduction in expenditures is necessary
- Receive, analyze, and prepare budget revisions for submission to the Board of Trustees
- Oversee and ensure compliance of federal time accountability
- Assist with the budget sections of the Consolidation Application
- Work with Human Resources, Payroll, Technology Services, outside agencies, and consultants to maintain and improve the financial and position control system
- Approve warehouse, purchase, and travel requisitions after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible

manager, and correctness of the coding

- Prepare department procedure manuals and handbooks
- Compile financial and statistical data; prepare related reports for submission to management, the Board, county, state, federal governments, and other funding agencies
- Develop automated models used in the preparation of various financial reports, projections, and analyses
- Design and present inservice programs to District employees regarding categorical budgeting activities
- Have knowledge of technical aspects of accounting, budgeting, and auditing; applicable laws, rules, guidelines, and regulations related to assigned areas; federally accepted categorical and general funding guidelines and requirements; and district policies and procedures related to fiscal services

## CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **March 23, 2020**. Please forward application materials and requests for information to:

**John Gray and Jamie Metcalf**  
Search Advisors  
**Twin Rivers Unified School District**  
School Services of California Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517; fax (916) 446-2011  
Email: cathyw@sscal.com



<b>Candidate Number:</b>  <i>(For Office Use Only)</i>
--

**DISTRICT NAME:** \_\_\_\_\_ **APPLICATION FORM**

**Application for the Position of:** \_\_\_\_\_

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:	Date:	Email:
Address:	Home Telephone: (     )	
City, State, Zip:	Cellular Telephone: (     )	
Type of current organization/district (K-6, K-12, etc.):	Office: (     )	
Annual Budget:	At what number do you prefer us to contact you? _____	

**Record of Professional Education**

Institution/Campus:	Major:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Record of Certifications/Credentials**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Record of Professional Experience (List Most Recent Experience First)**

Title:	Dates of Employment:	District/Agency:	Enrollment:
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

\_\_\_\_\_ I heard about this position through: \_\_\_\_\_  
*(Signature)*

**Please return this form to:**  
 Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060  
 ▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011  
 ▪ Email: cathyw@sscal.com