

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Finance

Issue No: 2

Date: 10/14/91

Page: 1 of 1

Reference:

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.10 FINANCE

6.10 FINANCIAL OPERATIONS

SECTION 6.10.1 Financial Accounting

The Director of Finance is responsible for the organization and management of the Finance Department which performs the following functions:

- a. Attendance Accounting
- b. Accounts Receivable
- c. Accounts Payable
- d. Budget Preparation, Control, and Assistance
- e. Special Project Accounting
- f. Special Fund Accounting
- g. Financial Reports and Projections
- h. Extended Student Services (ESS) Accounting
- i. Construction Project Accounting
- j. ASB Accounting Procedures

The Director of Finance reports to the Assistant Superintendent of Business Support Services.