

## Bill Clark

### Summary

I hope that you will see from my letters of reference, resume, job application, and cover letter a proven record of excellence, cooperation, integrity, trust and the ability to solve complex problems. I entered the field of public education because I hoped to work with others in a collaborative style to support and improve public education for the benefit of the children, families and communities we serve. My seven years as a CPA performing audits of school districts and county offices provided me with important performance audit and monitoring skills and insight into effective management and financial practices. With each assignment I have strengthened and refined those skills benefiting from the coaching and guidance of the many outstanding leaders I have had the good fortune of working with. I hope you will find these skills and characteristics of value to your organization.

### Professional Experience

October 2004 — Present                      Santee School District                      Santee, CA

#### Assistant Superintendent, Business Services

Under the direction of the Superintendent and as a member of the Superintendent's cabinet perform highly responsible administrative duties including financial planning and budgeting, maintenance, operations, transportation, facilities, capital projects involving school construction/modernization, property, and purchasing; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines. Supervise and evaluate the performance of assigned personnel; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

August 1999 — Oct 2004                      Hemet Unified SD                      Hemet, CA

#### Director of Finance and Information Technology

Plan, organize, control and direct operations and activities of the Financial and Information Technology Services Departments including accounts payable, payroll, and accounting and technology activities; develop and monitor district annual budgets and financial reports. Serve as a member of the Superintendent's cabinet; provide technical information and assistance regarding fiscal and technology issues, needs, services and activities; participate in the formulation and development of related policies, procedures and programs. Plan and implement new information systems.

June 1995 — Aug 1999

Santa Clara COE

San Jose, CA

### **Controller Fiscal Operations and Technology Services**

Direct activities to meet financial obligations and assure the fiscal solvency of the County Office internal financial operations; direct the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office funds and accounts; administer technology systems to ensure internal and external payroll and financial processing and support functions are timely and accurate; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds; monitor and analyze County Office and Division operations and activities for financial effectiveness and operational efficiency; monitor compliance with established policies, procedures, rules and regulations; monitor internal district annual financial activities; responsible for day-to-day activities of the County Office internal accounting funds and accounts; direct financial record-keeping, reporting and auditing functions; responsible for analysis and implementation of County Office information systems.

Sept 1988 — June 1995

Deloitte & Touche, PS&C

San Jose, CA

### **Certified Public Accountant**

Responsible for the audit of County Offices and School Districts; perform independent audit and analysis of the annual report; oversee and participate in the review, auditing and analysis of school district budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; implement AB1220 regulations related to the financial health of local school districts as part of the annual audit assessment of fiscal solvency.

**Education:**

Sept 1984 — June 1988

Brigham Young University

Provo, CA

### **BS Accounting/ AA Accounting (Idaho Campus)**

**Certifications:**

**Certified Public Accountant — California 1991- License Number 60502 — Not Current**