

# LOS ALAMITOS UNIFIED SCHOOL DISTRICT

## Office of the Personnel Commission

### CLASS TITLE: DIRECTOR, FISCAL SERVICES

#### BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, develops and monitors the District's annual budget and manages the District's fiscal, accounting, payroll, and purchasing operations; provides advice and assistance to site and District administration regarding the District's fiscal, payroll, and purchasing policies and procedures.

#### ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:

1. Develops and monitors the District's annual budget and multi-year projections and prepares or monitors the preparation of all related State reports; plans, organizes, directs and monitors the accounting functions of the District, including internal auditing and other related fiscal services; plans, organizes, directs, and monitors the District's payroll and purchasing operations.
2. Selects, coordinates, and directs the District's accounting, payroll and purchasing staff, and recommends appropriate staffing levels. Directs, supervises and evaluates the performance of assigned staff; initiates and/or reviews recommended disciplinary actions as appropriate. Conducts staff meetings and/or workshops to maintain excellent departmental and interdepartmental communication and training.
3. Develops or assists in the development of improved accounting, payroll, purchasing, and financial record management and reporting systems and procedures.
4. Prepares or coordinates the preparation of materials for posting or inputting into computer assisted programs.
5. Coordinates and manages the District's centralized purchasing operation; including the direct purchase, receipt, warehousing and delivery of supplies, equipment, materials, and contracted services.
6. Develops and implements departmental procedures, forms, and regulations to assure efficient and effective purchasing and warehousing practices. Assures compliance with appropriate laws, codes, rules, and regulations governing the procurement of goods and services for the District, and provides for the establishment and maintenance of appropriate records and audit trails.
7. Monitors and audits the accounting and financial record management and reporting functions to assure that established operational procedures, guidelines, and internal controls are followed.
8. Develops, implements and monitors departmental procedures, forms, and regulations to assure efficient and effective payroll practices. Assures compliance with appropriate laws, codes, rules, and regulations and provides for the establishment and maintenance of appropriate records and audit trails.

9. Performs higher level technical and specialized accounting and financial record management and reporting functions.
10. Advises and assists school and District personnel regarding matters relating to accounting and financial record management and reporting systems, payroll and purchasing functions.
11. Coordinates the District's annual audit.
12. Performs related duties as assigned.

**QUALIFICATIONS GUIDE:**

**KNOWLEDGE OF:**

Principles, methods, practices and procedures of school district accounting, budget planning, fiscal record management, auditing procedures, purchasing operations, and payroll systems.  
 Legal mandates, policies and regulations pertaining to educational accounting, payroll, purchasing and fiscal record management and reporting.  
 Computer-assisted accounting, payroll, purchasing, and fiscal record management systems and equipment.  
 Principles, practices and techniques of effective management, organization, supervision, employee motivation and training.  
 Financial analysis and research procedures as they apply to financial methods.  
 Collective bargaining practices and procedures.  
 School district attendance accounting, construction project accounting, funding processes including, but not limited to, revenue limit, and federal, state and local funding.

**ABILITY TO:**

Perform responsible and technical accounting, budget and fiscal planning functions and activities.  
 Communicate effectively both orally and in written form.  
 Organize, supervise, train, and evaluate the work of accounting, budget, fiscal, payroll, purchasing personnel.  
 Prepare fiscal, financial and narrative reports in a clear and concise manner.  
 Review, audit and verify financial statements and related summaries and reports.  
 Understand and carry out oral and written directions with minimal supervision.  
 Interpret laws, rules and regulations.  
 Establish and maintain effective and cooperative working relationships.  
 Lift, carry, push or pull moderately heavy objects up to 50 lbs.  
 Sit for extended periods (approximately 70% of the day).  
 Walk or stand (approximately 30% of the day).  
 Operate a variety of business equipment.  
 Review, evaluate, and approve purchasing documents.  
 Review, analyze, develop and manage computerized accounting and other information systems.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in accounting, business administration, or closely related field from an institution of higher learning accredited by one of the six regional accreditation association as recognized by the Council on Post-Secondary Accreditation courses and a minimum of five years of progressively responsible experience in accounting, business administration, or related experience comparable to that required to direct fiscal services, payroll, and purchasing operations in a California school district, including a minimum of three years of

management responsibility. School district experience preferred with responsibility in fiscal and business services.

**LICENSE:** Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee frequently is required to sit. The employee is required to stand; walk, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and taste and smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. Driving to various locations required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. Also the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**WORK YEAR:** 12 months

**VACATION:** 21 days

Classified Management Salary Schedule, Range III

Adopted by the Personnel Commission: November 30, 2005

Adopted by the Board of Education: December 12, 2005

Ref. 20(d)

Page 5 of 5