



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10293 Bloomfield Street ♦ Los Alamitos, CA 90720

Phone: (562) 799-4700 ♦ Fax: (562) 799-4712

[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

## CLASSIFIED EMPLOYMENT OPPORTUNITY DIRECTOR, FISCAL SERVICES

### CURRENT POSITION DETAILS

Full-time, 12 months per year  
➤ Fringe Benefits package

### SALARY

\$136,940 – \$155,312 annually

ISSUE DATE: 12/22/2020

APPLICATION DEADLINE: 1/21/2021

### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

### POSITION BENEFITS

**Pay increases:** The first pay increase occurs after 1 year upon successful completion of the one-year probationary period. Increases occur annually thereafter, until top step is reached.

**Benefits:** This position includes a fringe benefit package including medical, dental, vision, life insurance, mileage, sick leave, vacation, and paid holidays.

### 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.

\* **Complete Job Description** available at [www.losal.org](http://www.losal.org) under Human Resources - Classified Job Descriptions.

### MINIMUM QUALIFICATIONS

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

### APPLICATION & EXAMINATION PROCESS

**Application:** Complete a Los Alamitos Unified School District Classified Application at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Applications must be submitted electronically through [www.losal.org](http://www.losal.org) by the deadline date. **NO PAPER APPLICATIONS WILL BE ACCEPTED!** \* Be sure your application reflects all relevant experience. Through the link listed above, you will be able to attach a supplemental resume or other supporting documents. Veterans: please attach honorable discharge form for additional credit.

**Examination:** Applications may be screened to select the most qualified candidates. The examination may consist of: a) Written job knowledge test (40% of total score), b) Structured oral interview (60% of total score). Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. A practical/proficiency exam may be administered which shall be pass/fail. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application and examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org)

### Supplemental Application and Interview:

Applications may be screened to select the most qualified candidates. The supplemental application questions will be included as part of the online application process. Applications will be considered incomplete if all supplemental questions are not completed. Following the screening of supplemental applications, qualified candidates will be invited to the structured oral interview.

Application and examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org) under Human Resources/Personnel Commission.

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.