

Los Alamitos Unified School District

Office of the Personnel Commission for Classified Service

Igniting Unlimited Possibilities For Students!

SUPPLEMENTAL APPLICATION: DIRECTOR OF FISCAL SERVICES

Thank you for your interest in employment as Los Alamitos Unified School District's Director of Fiscal Services. In order to assist us in identifying those candidates most likely to be successful in our examination process, we ask that you answer the following questions directed at particular aspects of your background, training and experience.

Please answer each question as completely as possible. For each of the questions, please limit your responses to no more than 400 words per question (about a page). Incomplete or vague responses greatly reduce the likelihood of your successful candidacy.

Please do not substitute a resume reference as a response to any question. While you are welcome to submit your resume as an adjunct to your application, it may not substitute for your response to the specific questions contained in the Supplemental Questions.

It obviously takes thought and work to present this information about yourself fully and clearly. We are asking you to go through this process because short-cut, easy-to-use procedures sometimes have the effect of unfairly penalizing a highly qualified applicant. Therefore, it is to your distinct advantage to invest your time and effort in order that we may thoroughly understand and evaluate your job-relevant accomplishments, qualifications and abilities. By utilizing a results and achievements method of inquiry, we hope to obtain information about you which will permit the District to obtain the best qualified candidates for consideration in selecting its next Director of Fiscal Services.

Please remember to respond to each question and any sub-parts and submit your application electronically by **4:00 pm, THURSDAY, January 21, 2021**. We will contact you thereafter regarding your further candidacy.

Thank you again for your interest in Los Alamitos Unified School District,

Joe Fraser, Ed.D
Assistant Superintendent of Human Resources

Supplemental Essay Questions: *DIRECTOR, FISCAL SERVICES*

1. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Budget Development, Maintenance, Administration, and Reporting.
2. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Payroll Operations and Administration (certificated and classified).
3. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Accounting Practices and Requirements, including Accounts Payable and Accounts Receivable.
4. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Financial Analysis and Interim Reporting.
5. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Purchasing and the Public Contract Code.
6. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Year End Closing, Unaudited Actuals, and Audits.
7. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Enrollment Projections and Student Attendance Accounting.
8. Please relate your experience, including your responsibility and involvement, in working with and knowledge of the following fiscal responsibilities as they are applied in a California school district: Federal and State Grants.
9. Give examples of how you have varied your use of praise, reward, involvement, etc. to motivate different people. How did you determine the best approach for motivating them? How did you know you were effective?