

**MORGAN HILL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

Director of Fiscal Services

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of and reporting to the Assistant Superintendent of Business Services, the Director of Fiscal Services shall be responsible for the coordination of all general ledger accounting; mandated cost claims, budget monitoring, payroll, attendance, and related aspects of the management and operation of the Fiscal Services Department. The Director is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all fiscal services staff. The Director operates within the framework of District policies adopted by the Board of Education, the legal requirements as stipulated in the Education Code and the rules and regulations of the State Department of Education .

**DISTINGUISHING CHARACTERISTICS:**

This single incumbent class is responsible to plan, coordinate and manage the work of the Fiscal Services Department. The incumbent works closely with the Assistant Superintendent of Business Services in the preparation of the District budget, fiscal reports to the Board of Education, overseeing the attendance accounting procedures and all ancillary duties of the Fiscal Services Department.

**REPRESENTATIVE DUTIES:**

- Plans, organizes and coordinates all aspects of the District's Fiscal Services Department.
- Coordinates the preparation of the annual budget.
- Coordinates the preparation of financial reports to the Board of Education.
- Coordinates the preparation of periodic reports of financial activities as required by the county and state.
- Assists departments and schools in budget preparation and financial information.
- Responsible for all aspects of the general ledger, including the reconciliation of accounts payable and receivable, budget transfers, and journal vouchers.
- Oversees all grant budgets and requisite monitoring.
- Responsible for implementing, monitoring and filing the District's mandated cost claims.
- Serves as a liaison to external auditors and analyzes, evaluates and interprets audit, financial and or business affairs.
- Establishes department personnel standards, interviews applicants, recommends employment and dismissal as needed.
- Oversees the training of all department personnel according to District policies; legal and department needs.
- Is responsible for accounting clerical evaluations; includes valid and constructive suggestions for improvement of performance and follows through with those suggestions.

- Keeps current on changes and modifications in regulations and rulings on accounting procedures and practices.
- Performs related work on request.

**EMPLOYEE STANDARDS:**

*KNOWLEDGE OF:*

- Accounting and financial procedures and principles as they apply to school district accounting
- Techniques of supervision, and evaluation
- Methods of providing safe, healthful and comfortable environment to support the educational process
- Modern office methods and equipment including use and application of computers
- Mandated Costs rules and regulations
- Collective bargaining, payroll and purchasing methods, procedures and practices

*ABILITY TO:*

- Plan, organize, coordinate and direct the activities of the Fiscal Services Department
- Supervise and train personnel
- Prepare clear and comprehensive reports
- Effectively use appropriate software and hardware
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Assemble, analyze and utilize data to economically further the educational pursuits of the district
- Meet physical and mental requirements associated with tasks outlined in this position description
- Communicate effectively both orally and in writing

**EDUCATION:**

Training and experience equivalent to graduation from college with a major in Business Administration or a related field, or four years of successful work in the area of school government or public sector accounting.

**EMPLOYMENT STANDARDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.