

BUENA PARK SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES

DEFINITION

Under administrative direction of the Assistant Superintendent, Administrative Services and Human Resources, develops and directs the Fiscal Services program of the District, including responsibilities in the area of planning, organizing, administering, and directing District accounting functions.

EXAMPLES OF DUTIES

Establishes and maintains the accounting procedures for the collection, disbursement and accounting for all District funds; supervises, directs and performs accounting functions, including the recording of all encumbrances and expenditures to provide a current record of unencumbered balances of appropriations; prepares financial statements and reports; directs monthly reconciliations between District accounts and balances shown by the County Superintendent of Schools records; determines the availability of funds for all requisitions; directs the preparation of warrant registers; directs payroll accounting, including earnings and payroll deductions for certificated and classified employees and state and federal payroll reports; reviews, analyzes, devises and installs accounting systems; directs inventory control operations and the maintenance of fixed asset records; directs the record retention program and acts as custodian of inactive records; prepares all District reports for transportation, claims for reimbursement for funded programs, tuition charges for special education and interdistrict attendance. Monitors and evaluates the performance of personnel in the District office business office. Directs the District data processing system, acting as system manager. Directs purchasing activities and other related expenditures. Assists in the preparation of the annual budget; does related work as required.

QUALIFICATIONS

Knowledge of:

- Budgeting, accounting, and fiscal procedures and methods.
- Computer business systems.
- Financial analysis and research requirements involved in the accounting of school funds.
- Purchasing principles and practices.
- Sources of supplies.
- Principles of negotiating with vendors.
- Principles and practices of supervision.
- Principles of employee supervision and training.

Ability to:

- Prepare clear and concise financial reports.
- Perform complex business computer systems.
- Direct the accounting program of a school district.
- Administer specific school district budget accounting and fiscal procedures.
- Instruct, train, and effectively supervise subordinate clerical, professional, and supervisory personnel in financial system operations.

QUALIFICATIONS (Continued)

Ability to (continued):

- Maintain harmonious working relations with school officials, other employees, and the public.
- Comprehend technical specifications and requirements.
- Interpret laws, rules and regulations.
- Evaluate the work of others.

EXPERIENCE

Six years of responsible school and financial record management and reporting experience.

EDUCATION

Equivalent to the completion of an Associate of Arts Degree, including or supplemented by course work or training in accounting, business management, or closely related fields.