



LOMPEC UNIFIED SCHOOL DISTRICT

DIRECTOR-FISCAL SERVICES

JOB SUMMARY:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct the District's financial services related activities including preparation and monitoring of the District budget and accounting; prepare financial and budget reports required by the State, administration, federal agencies and the Board; provide administrative and technical assistance to the Assistant Superintendent; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analyze a variety of financial information, including budget variances and cost projections; provide direction and support; make recommendations; maximize use of funds; ensure overall operations are within budget; assist a variety of external agency personnel, including auditors, grant representatives and regulatory agency personnel; provide information and general support.
- Collaborate with internal and external personnel, including other administrators, auditors, public agencies, and community members; implement and maintain services and programs.
- Compile data from a wide variety of sources, including personnel, public agencies, and school districts; analyze issues; ensure compliance with organization policies and procedures and monitor program components; conduct internal audits, including general and special funds to ensure program operations are within budget and in accordance with fiscal practices.
- Direct department operations; maintain services and the implementation of new programs and processes; provide services within established timeframes and in compliance with related requirements; facilitate meetings, workshops and seminars related to financial procedures, regulatory requirements, community or outside agencies and interdepartmental needs; identify issues; develop recommendations; support other personnel and serve as a District representative.
- Maintain a variety of manual and electronic fiscal information, files and records, such as accounts payable, accounts receivable, student activities and contracts; provide an up-to-date reference and audit trail; manage assigned program and departmental responsibilities to achieve organizational objectives; ensure compliance with legal, financial and District requirements.
- Monitor budget allocations, expenditures, fund balances and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed; participate in meetings, workshops, and seminars to convey and gather information required to perform functions.
- Perform personnel functions such as interviewing, evaluating and supervising; maintain adequate staffing and enhance productivity of personnel for achieving objectives within budget.

- Prepare a wide variety of materials, including annual budgets, financial statements and reports for the Board, Superintendent, and department administrators; document activities and issues for meeting compliance requirements; provide supporting materials for requested actions.
- Present information including budget overviews, accounting processes and distribution formulas; communicate information; gain feedback and ensure adherence to established internal controls.
- Research financial topics and related legal issues such as discrepancies and current legislative trends; evaluate compliance requirements and potential implications on District operations.
- Respond to a wide variety of inquiries from personnel, District personnel and other professional organizations, including accounting guidelines, expenditure status and grant guidelines; resolve problems, provide information, and refer to appropriate personnel.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Bachelor's degree in business administration, accounting or related field and five years increasingly responsible accounting experience including at least two years in a supervisory capacity.

Licenses and other Requirements

- Valid California Class C Driver's license.

Knowledge of:

- Planning, organization and implementation of assigned budgets.
- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- California Education Code relative to school accounting, finance and administration.
- Accounting, budget, auditing and business principles, practices and procedures.
- Payroll and personnel procedures and practices related to personnel compensation, health and welfare benefits administration,
- Worker's compensation and risk management.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.

Ability to:

- Plan, organize, control and direct budget and accounting related activities.
- Supervise the performance of assigned personnel.
- Prepare financial and budget reports required by the State, administration, federal agencies and the Board.
- Perform accounting procedures and functions.
- Analyze financial data and prepare forecasts and recommendations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain confidentiality.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: Classified Management Level VIII