

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Director, Fiscal Services

### QUALIFICATIONS

**EDUCATION:** Equivalent to completion of college with a major in accounting, business administration, or closely related field including at least 12 units of accounting. Some units in computer science and/or school business desirable.

**EXPERIENCE:** Five years of professional accounting experience for a school district, other public agency, or commercial concern, involving the preparation of complex financial reports.

**PERSONAL QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### BRIEF DESCRIPTION OF POSITION

Under the general direction of the Assistant Superintendent, Business Services, the Director, Fiscal Services, will direct and personally perform the requisite duties relating to all areas defined as fiscal services: accounting, payroll, employee benefits, employee attendance, student attendance, risk management, purchasing and budget preparation and monitoring. The director will also be responsible for the fiscal oversight of all charter schools as well as the timely and accurate preparation and submission of state and county reporting documents, and management of the District audit(s). The director will be a resource to the education services division and school sites in monitoring fiscal compliance with state and federal grants and entitlement programs. The director will assist in policy analysis and preparation, negotiations and Board presentations, serve as a member of the Superintendent's Cabinet, and perform other duties as appropriate.

### DUTIES AND RESPONSIBILITIES

As assessed by the Assistant Superintendent, Business Services, the outcome of the Director, Fiscal Services', job performance will be as follows:

1. The work of the district accounting, payroll, employee benefits, employee attendance, risk management, purchasing, and student attendance departments will have been effectively planned, organized, and directed.
2. The budgets for all district funds will have been competently developed and prepared.
3. Preparation of the final budget, the state required interim financial reports, unaudited actual report, and all AB1200 requirements for the Board of Education will have been ably accomplished.
4. All financial reports due to the county, state, and federal governments will have been prepared and submitted as required.

5. Preparation of all financial reports due to the county, state and federal governments as they relate to the financial oversight of charter schools including the annual budget, interim reports, unaudited actual report, and the annual audit.
6. In lieu property tax transfers and special education pass-through revenues for charter schools will have been accurately calculated and prepared.
7. Special financial or statistical research or analytical studies to assist the administration or the Board of Education in the formulation of new policies and planning of new or revised programs will have been competently accomplished.
8. Supervision of Associated Student Body financial activities at secondary schools and establishment of procedures and policies will have been effectively accomplished.
9. Duties as district representative at all financial and appropriate information systems meetings at the county level will have been effectively performed.
10. Assistance and consultation with the Assistant Superintendent, Business Services, on unusual problems involving deviations from policy or precedent will have been effectively provided.
11. Assistance to the Supervisor, Accounting, Purchasing Manager, and Risk Management Supervisor regarding training and instruction of department personnel will have been effectively provided.
12. Assigned personnel will have been adequately and appropriately evaluated within the required district timelines.
13. All audit functions will have been effectively managed and all findings will have been communicated with the administration, Board of Education, and appropriate staff.
14. All business software applications, programs, and activities will have been ably assessed and updated when necessary.
15. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions, or its schools will have been consistently provided to appropriate district office/school personnel.
16. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions, and its schools.
17. Significant areas of focus deemed appropriate by the Assistant Superintendent, Business Services, will have been established.
18. Appropriate data in support of the status of annual areas of focus and Job Description elements will have been gathered.
19. Other duties assigned by the supervisor will have been effectively accomplished.