

**October 2011**

**Duties and Responsibilities of  
Director of Fiscal Services**

Primary Function

Under the direct supervision of the Chief Business Officer, the Director of Fiscal Services conducts current and long-range District budget planning; implements and administers comprehensive District procedures in the areas of accounting, budget and finance, payroll, health and welfare benefits, and attendance and student body accounting; coordinates and supervises District accounting and related financial functions; confers with District and school administrators to develop and implement sound fiscal operations; and performs related duties and responsibilities as required.

Duties and Responsibilities

Conducts short and long-range analyses and projections of District income and expenditures to facilitate administrative planning; analyzes growth trends, development and changes likely to affect District operations; assists schools and District offices in developing budget requests; compiles and analyzes this information and prepares a composite District budget with analysis of income and expenditures for administrative and policy review; assists in budget conferences and prepares final budget in proper form; plans, organizes, and coordinates all accounting, attendance accounting, and related financial activities of the District; coordinates and synchronizes with the Los Angeles County Office of Education the updating of all budgetary and financial transactions in a timely manner; efficient user of computer technology and application software to develop, and manipulate databases, spreadsheets, word processing documents, and graphics for reports and presentations; plans and recommends the investment of funds to maximize income and maintain scheduled availability; compiles, organizes, and prepares federal, state, and county financial reports and interprets these reports for the staff, Board, and community; keeps abreast of changes in state law affecting financial and reporting activities; analyzes operation and plans, recommends and effects more efficient and effective methods, systems and flow of work; selects, trains, directs, and evaluates staff; communicates effectively orally and in writing; insures the propriety and legality of all financial transactions and disbursements and assumes other related duties as required.

Education and Experience

Knowledge of:

- Principles and practices of budgeting and accounting in California school districts;
- Principles of office management, systems analysis, and cost accounting;
- Legal, procedural, and reporting requirements in school district financial work;
- Principles of supervision and training;
- Efficient use of computer applications in the financial report of budgetary and accounting transactions;
- Efficient and effective user of Microsoft Office Suite computer applications.

Ability to:

- Plan, organize, and supervise the fiscal activities of the District;
- Coordinate work with other departments;
- Participate in formulating and in carrying out policy decisions;
- Read and interpret technical, legal, and professional literature;
- Communicate effectively orally and in writing with administrative, instructional, and operating personnel;
- Establish and foster effective working relationships with others;
- Supervise and train support staff.

Training and Experience:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of responsible professional accounting experience, preferably with an educational institution and including at least two years in a supervisory or administrative capacity.

Education:

Graduation from an accredited four-year college or university with a degree in Business Administration, Management, Finance, Accounting, or closely related field.