



JOB DESCRIPTION

Position Code: 422
Management Group: SJAA
Salary Range: 25
Work Days: 225
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POSITION TITLE: Director, Fiscal Services

DEFINITION: Under general direction, plans and administers all district fiscal services including: all fund accounting, accounts payable, accounts receivable, auditing, disbursements, investments, cash flow management, payroll processing, disbursement and reporting, IRS compliance and reporting, budget development, budget controls, budget and financial reporting; plans and provides leadership for and direction to district fiscal staff in accounting, budget, payroll, and student attendance departments; provides administrative leadership and responsibilities for district-wide fiscal operations and may act on behalf of the district chief financial officer (CFO) during the absence of the CFO.

DIRECTLY RESPONSIBLE TO: Chief Financial Officer

SUPERVISION OVER: Fiscal Service Manager(s), Payroll Manager, Position Control Specialist, Accounting Supervisor, and other technical and clerical staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Analyzes and implements CA Education Code and other legal requirements pertaining to accounting, budget, and fiscal services; oversees and monitors fiscal accountability and compliance; makes recommendations as needed to ensure sound fiscal practices and the district's solvency.
2. Oversees the accurate preparation, administration and reporting of district budgets, payroll, audits, IRS reports, mandate reimbursement reports, and other financial reports.
3. Provides leadership and direction for the development and implementation of controls, policies and procedures for accounting, payroll, budget and all other fiscal operations.
4. Ensures the disbursement of funds is correct, legal, and charged according to federal and state laws.
5. Oversees the development of the district's annual budget including multi-year projections.
6. Oversees the accurate and timely payment of employee compensation, required deductions, and voluntary contributions as provided by the Human Resources department and others.
7. Ensures the district complies with all state and federal payroll-related laws, rules, and reporting requirements.
8. Plans, organizes and monitors the accounting functions of the district, including auditing and other related fiscal services.
9. Analyzes and defines all district program and sub-program activities in order to prepare budget information necessary to make decisions.
10. Directs year-end closing activities; coordinates routine and non-routine audits.
11. Oversees process for position control.
12. Provides support and necessary information to the district Budget Review Committee; attends meetings as requested.
13. Plans, directs and supervises the work of all fiscal staff to ensure accuracy, timeliness, efficiency and effectiveness.
14. Oversees the processing and reporting of cash management, investments, and the payment of long- and short-term debt.

15. Coordinates disclosure, continuing disclosure, and arbitrage requirements associated with the issuance of general obligation bonds and other long-term debt.
16. Coordinates the preparation and review of financial information, projections and impact for collective bargaining, including requirements of AB 1200.
17. Prepares, validates and presents financial information to the Board of Education under the coordination and at the request of the chief financial officer.
18. Oversees the processes, compilation, and reporting of district-wide enrollment and attendance accounting.
19. Oversees the accuracy of financial reports necessary for the administration of school facility projects as required by the state.
20. Controls department software access codes.
21. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Education or formal training equivalent to four years of college in the fields of accounting, business administration, or financial management and seven years progressively responsible experience in performing accounting, budget, accounts payable, general ledger, and financial analysis; and one year of supervisory experience in a related field.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of current principles and methods of modern public business and school district business and financial management
- Knowledge of school law and school district organization
- Knowledge of accounting principles, budgeting principles, practices, methods and controls
- Knowledge of generally accepted auditing standards
- Knowledge of financial software systems and programs as applied to accounting and budget functions
- Knowledge of office management and supervision
- Knowledge of federal and state laws and regulations as they relate to public agency accounting and budgeting
- Ability to research, collect, compile, and analyze data
- Ability to compile and prepare accurate reports
- Ability to perform varying degree of mathematical computations
- Ability to plan, organize, and direct the work of self and others
- Ability to resolve financial problems in a timely and accurate manner
- Ability to detect errors in financial records, data, and various reports
- Ability to train subordinate personnel
- Ability to plan, organize, coordinate, and direct a variety of complex technical operations involving efforts of multiple specialized units of a broad business management program for a school district
- Ability to collect, analyze, and present complex technical data as well as identify potential problems, evaluate alternative solutions and prepare sound recommendations based on such data

- Ability to make difficult decisions
- Ability to work effectively with all levels of district staff and the community
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to demonstrate flexibility and respond to changing requirements and job assignments
- Ability to establish priorities and meet deadlines
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities and community to conduct work, including remaining in a seated position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/22/2017
Board Adopted: 3/08/2017
Revised: 8/01/2017