

LYON COUNTY SCHOOL DISTRICT

Fiscal Services Officer

Job Group: Business Office

Classification: Fiscal Services Officer

Terms of Employment: Defined under Fiscal Services Officer Employment Agreement (12 Months)

FLSA STATUS: EXEMPT

POSITION SUMMARY: Under the general direction of the Executive Director of Operations, the Fiscal Services Officer is responsible for overseeing the General Accounting, Annual Fiscal Audit, oversees the planning, development and maintenance of the district's budget to assure that the district has a sound financial plan reflecting the goals of the district, Financial Reporting functions and supervises the Finance Department including payroll, accounts receivable, accounts payable, purchasing, and warehousing. This position is distinguished by the high level of supervisory responsibility, the complexity of tasks assigned, and the high level of independence in carrying out duties. This position is evaluated by and reports directly to the Executive Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for all activities of the Accounting/Finance Department, including budgeting, accounting, financial planning, payroll, and accounts payable/receivable.
2. Responsible for implementing and maintaining a system of internal accounting controls (audits) that will ensure that the District assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and U.S. Generally Accepted Accounting Principles (GAAP).
3. Makes recommendations to the Executive Director of Operations as to actions that maintain the financial soundness of the District.
4. Responsible for the successful completion of the Annual Comprehensive Financial Report (ACFR)
5. Responsible for reviewing monthly/quarterly account reconciliations, budget reports and other documents.
6. Coordinates work relating to both internal and external audits in the periodic review of the District financial records. Is further responsible for the implementation of agreed-upon recommendations, related to areas of responsibility, resulting from potential audit findings.
7. Plans, develops and manages any bonds issued by the District.
8. Provide the grants department with financial support including developing systems to meet required grant controls and reports.
9. Directly supervises all employees in the Finance Office and conducts evaluations on an annual basis.
10. Attends meetings of the Board of School Trustees, Nevada Dept. of Education, Nevada Legislature or any other governing body as needed and directed by the Superintendent or the Executive Director of Operations.
11. Recommends and implements approved changes and/or training for efficient operations and quality programs and services.
12. Oversees the District's accounting software system and works closely with the software company to provide appropriate training, upgrading, and implementation.
13. Works closely with district administration, school administration and principal secretaries to ensure efficient accounting practices at each school site.
14. Attends and/or coordinates meetings as required, including state meetings.
15. Performs other duties related to the position as assigned.

POSITION EXPECTATIONS:

1. Extensive knowledge of school district finance, accounting, budgeting and financial planning.
2. Extensive knowledge of school district policies and procedures, District regulations, and negotiated contracts as they pertain to District employees.

3. Extensive knowledge of Generally Accepted Accounting Principles (GAAP) as applicable to governmental entities and public financing procedures.
4. Extensive knowledge of cost principles and reporting requirements applicable to state and federal grants.
5. Extensive knowledge of computer systems that include Microsoft based applications, work orders, purchasing, payroll, accounting, database functions, and other related programs/software.
6. Ability to apply strong supervisory, administrative and organizational leadership.
7. Ability to effectively communicate verbally and in writing; to write legibly; to prepare and maintain accurate records.
8. Ability to coordinate and delegate operational assignments and duties to ensure adequate staffing and prioritize daily responsibilities, duties, and tasks.
9. Ability to maintain security of confidential employee information.
10. Ability to interpret written manuals, handbooks, laws, and regulations pertaining to district operations.
11. Ability to use good judgment in applying established guidelines to solve work problems.
12. Ability to handle multiple assignments, with shifting priorities, to meet established deadlines.
13. Ability to research, analyze and compile accurate information using data extraction techniques.
14. Ability to analyze business performance and develop financial plans within a government environment.
15. Ability to work independently and collaboratively as a team.
16. Ability to effectively supervise and evaluate employees.
17. Ability to work cooperatively with administrators, employees, other District departments, and outside agencies.
18. Ability to recognize deficiencies and resolve conflicts within the scope of his/her authority.
19. Ability to efficiently use communication skills to promote and provide quality customer service to staff and the public.
20. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
21. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS:

Education and Training:

1. Bachelor's Degree in accounting, business administration, finance, or demonstrated equivalent experience in a directly related field. Master's Degree or license as a Certified Public Accountant from the Nevada State Board of Accountancy desired, but not required.
2. Minimum of five (5) years' experience in the field of financial management or general business management. Supervisory experience is desired.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada driver's license that allows legal operation of a motor vehicle.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Position functions primarily within an office. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods.

Hazards: Stress, anxiety and office equipment (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				X
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping				X
Handling	X			
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work				X
Weight Bearings	X			
Typing, Keyboarding, or Entering Data				X
Computer Monitor/ CRT				X
Driving a Vehicle	X			
Working Alone			X	
Operating Machinery or Equipment:	X			
Heavy Equipment	X			
Vibrating Equipment	X			
Power Tools	X			
Machine/Electrical Hazards	X			
Ladders ≥ 6 Feet	X			
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day			X	
Overtime/Irregular Hrs	X			
Senses:				

Eyes			X	
Visually Demanding Work			X	
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination			X	
Hearing Protection	X			
Speech Discrimination			X	
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____