TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Director of Fiscal Services **CLASSIFICATION: Classified Management**
DEPARTMENT: Business

DESCRIPTION OF POSITION

Under the general direction of the Chief Business Officer, plans, organizes, manages, coordinates, supervises and monitors the District's accounting, budget development, fiscal control, cash management, record management and fiscal reporting activities; supervises, trains, reviews and evaluates the performance of accounting, payroll and fiscal services personnel; performs the highest level of technical and specialized accounting, budget development and financial record management and reporting functions; and does other related work as required.

REPRESENTATIVE DUTIES

- Plan, organize control and direct a variety of programs, projects and activities related to fiscal services, including financial accounting, payroll, student attendance accounting and administration of the financial computer system.
- Perform professional accounting work in accordance with prescribed accounting systems and generally accepted accounting principles, including maintenance of appropriate accounting records and reports.
- Prepare preliminary, tentative, and final adopted budgets, and present this information to the Superintendent, Board of Education and others as required.
- Properly manage federal, state, and local funding sources compliant with all appropriate regulations and applicable laws including, but not limited to, the collection, documentation, and reporting to appropriate agencies of District funds related to Impact Aid
- Analyze and review budgetary and financial data.
- Counsels, advises, assists, and trains school and District personnel regarding matters relating to accounting, fiscal record management and reporting systems.
- Provide technical expertise regarding assigned functions and formulate and develop policies and procedures related to general accounting, payroll and budget preparation.
- Prepares or coordinates the preparation of a variety of management related reports.
- Ensures compliance with quality, quantity, and timeliness of work standards.
- Prepare and present financial projections according to established procedures.
- Supervise and evaluate the performance of assigned staff.
- Provide day-to-day guidance and direction of the department personnel.
- Liaison to County Office of Education on District fiscal matters.
- Perform other duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists divisions and departments in the preparation of their budgets.
- Participates in the selection of fiscal services personnel.
- Assists in planning and assembling district fiscal data for advisory and community groups.
- In the absence of the Asst. Superintendent of Business Services and Operations performs the duties of that office as required.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Principles, methods, practices, systems and procedures of school district accounting, budget planning, fiscal record management, and data processing;
- Legal mandates, policies and regulations pertaining to accounting, fiscal records management and reporting, and business procedures of a school district;
- Computer-assisted accounting and fiscal record management systems, equipment and terminology;
- Principles, practices and techniques of organization, supervision, employee motivation and training;
- Statistical and research methods and report writing techniques.

Requires Ability to:

- Analyze complex statistical and financial data, and prepare clear and concise oral and written reports from them.
- Prepare and analyze comprehensive reports, forecasts and recommendations.
- Work with figures rapidly and accurately.
- Design and implement complex account coding systems.
- Communicate clearly and effectively both orally and in writing.
- Prepare and deliver effective oral presentations.
- Plan, direct and supervise the work of others.
- Utilize techniques of effective supervision.
- Keep and compile records and reports.
- Meet the physical requirements of the job.
- Work independently with little direction.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION

Any combination equivalent to a bachelor's degree in business, accounting or related field, or any combination of professional training or experience equivalent to four years in financial analysis, or fields directly related to the position requirements.

EXPERIENCE

- A minimum of three years of increasingly responsible professional accounting experience.
- Experience in a supervisory or administrative capacity is desired.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation on the telephone and when addressing groups.
- Ability to exert up to 10 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous sitting, for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects and move about the work area and move between work sites.

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