

JOB DESCRIPTION

TITLE: Director, Fiscal Services

CLASSIFICATION: Classified Management

REPORTS TO: Deputy Superintendent

DESCRIPTION:

Having responsibility for planning, organizing, and directing the development and implementation of the District's accounting system; supervising the District's accounting and bookkeeping activities; performing professional accounting activities in the establishment and maintenance of accounts and records, preparing fiscal reports; and doing related work as required.

PERFORMANCE RESPONSIBILITIES:

- * Supervising and evaluating the Purchasing Manager, Coordinator, Child Nutrition Services, Graphics Supervisor, and the Business Office Manager.
- * Organizing and directing the preparation of annual budgets.
- * Making recommendations to the Deputy Superintendent and staff on matters of policy, procedures and changes in legislation.
- * Developing district-wide internal control procedures.
- * Performing internal audits.
- * Working with legal counsel and legal interpretations of legislation, laws, and codes relating to school finance.
- * Approving purchase orders.
- * Advising site personnel about budgets and other fiscal concerns.
- * Advising the Deputy Superintendent on the financial status of the District.
- * Advising the District negotiator on fiscal matters.
- * Developing workshops for staff in the areas of student body, governmental accounting, budgeting, internal auditing, and other financial support segments.
- * Preparing district revenue limit forms (K-12) and special education forms (J-50).

- * Ensuring fiscal compliance with the Education Code.
- * Setting goals and directions for food services, purchasing, graphics, and the business office.
- * Assisting in the risk management of the District.

QUALIFICATIONS:

Knowledge of:

Accounting, budgetary, and auditing principles, and procedures especially as they pertain to governmental and school district accounting; financial analyses and research methodology and procedures; personal financial planning; principles of supervising and training.

Ability to:

Effectively and efficiently plan and manage the business office, purchasing, graphics, and food services. Contribute to a positive working environment. Establish and maintain effective working relationships with the public and private agencies and district staff members. Develop pertinent financial data clearly and concisely, analyze, interpret, and implement legal and administrative laws, rules, and regulations.

Training and Experience:

Degree in business, accounting, or finance with an emphasis in accounting and data processing. Six years of progressively responsible management experience in public education. Management experience in budgeting and accounting operations.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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