

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR- FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent- Business Services, plan, organize, control and direct District budgets, programs, projects and activities to maximize available financial resources; lead the Fiscal Services Department to support sites to improve student achievement; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct a variety of programs, projects and activities to maximize the financial resources available to public schools for the benefit of District students; determine future District needs; oversee the payment of District bills and expenses.

Direct District attendance reporting; analyze attendance trends; review and analyze staff ratios for future needs; plan internal controls to protect District assets.

Record District financial transactions; report District financial condition to the State and the public; review site purchases for budget, coding and legal compliance; visit various sites to review budgets.

Review proposed personnel actions for budgetary effects and legal and contractual compliance; participate in certificated and classified negotiations teams.

Direct the calculation and payment of payroll, tracking of employee attendance and benefit payments; participate in the negotiation of employment contracts with unions; review IRS and State tax laws affecting the application of payroll.

Maintain District records in compliance with federal, State and General Accounting standards.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Fiscal Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a fiscal services department.

Business administration and management principles and practices.

Municipal and governmental budgeting and accounting principles and practices.

GASB rules and practices.

State and federal payroll laws and taxation requirements.

State franchise tax laws.

School attendance accounting.

Worker's Compensation laws and practices.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct a variety of programs, projects and activities to maximize the financial resources available to public schools for the benefit of District students.

Direct District attendance reporting.

Record District financial transactions.

Direct the calculation and payment of payroll, tracking of employee attendance and benefit payments.

Maintain District records in compliance with federal, State and General Accounting standards.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business, accounting or related field. Master's degree is preferred.

Experience: Five years increasingly responsible experience in the administration of a financial services department in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.