



JOB DESCRIPTION
Executive Director of Fiscal Services

Reports to:	Superintendent	Employment Group / Salary Range:	Classified Management
Dept:	Fiscal Services	FLSA:	Exempt
Annual Work days	261	Formal Review Date: Board Approval Date:	3/27/23 4/03/23

PRIMARY FUNCTIONS

Under general direction, plans, organizes, directs and integrates the District’s Fiscal Services division including long-term financial forecasting, planning and reporting, accounting, budgeting, grant-fund reporting and compliance, payroll and other fiscal operations to ensure fiscal accountability and sound financial management of the District’s resources; advises and works collaboratively with District leadership on the annual budget preparation; maintains a comprehensive set of controls designed to enhance the accuracy of the District’s reported financial results; provides expert professional assistance and guidance to District executives and management on financial matters, risk management and audit related topics and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates, and evaluates the work of the Fiscal Services division; with directors, managers and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitors performance against the annual department budget; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of directors, managers and staff; directs and oversees the selection of directors, managers and staff; establishes and monitors performance, provides coaching for performance improvement and performs performance evaluations; accurately tracks and reports time off; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or provides support to reporting managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the Department’s and District’s missions, objectives, and values; promotes workplace diversity, inclusion, cultural competency, and a positive work environment.
- Performs the functions of controller of all District funds; supervises the maintenance of complete records of receipts, expenditures, balances on hand, encumbrances for each budget classification, sources and estimates of revenue, payroll obligation, and other items as required; implements and

enforces a sound system of internal control processes and procedures to ensure against fraud, errors and omissions in District financial operations and records.

- Manages and oversees the development and implementation of budgeting, accounting, accounts payable, accounts receivable and payroll functions of the organization for financial effectiveness and operational efficiency.
- Supervises the preparation of financial statements, the maintenance of financial control records and the conduct of internal audits; ensures accuracy of average daily attendance (ADA) and other data used to calculate Local Control Funding Formula (LCFF) apportionment and other categorical funding.
- With other managers, prepares the annual District budget, including projections of income and expenditures and preparation and filing of official budget documents; provides technical information and assistance to District leadership regarding the general ledger, reporting, complex accounting and budget transactions.
- Reviews all state and federal programs and prepares and signs claims for the collection of funds from state, federal and other agencies as appropriate; monitors District compliance with restricted funding sources and reporting.
- Determines and evaluates appropriate procurement requirements and processes; negotiates and incorporates appropriate contract terms and conditions.
- Plans, organizes, manages and controls the risk management process including risk identification and analysis, evaluating and recommending risk control and loss-prevention policies, procedures and strategies and monitoring impact of program; evaluates and approves bonds and certificates of insurance provided by contractors and vendors; manages and evaluates the purchase of insurance by bid or negotiation.
- Directs preparation for and oversees the annual audit process; ensures that required information and responses to questions are provided in a complete and timely manner; develops discussion, analysis, explanatory narratives and/or corrective action plans in response to any audit comments or recommendations.
- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Serves as a subject-matter expert of the District's financial reporting system; assesses efficiency and effectiveness of the system and recommends program changes for improved reporting and transaction recording.
- Advises District leadership and others on the financial implications of current and projected contractual obligations.
- Presents financial status reports, annual budget analysis, and other assigned ad hoc reports to the Board of Trustees, committees and various stakeholder groups; advocates for policies, procedures and programs relating to fiscal reporting, reporting and management approval.
- Performs related duties as assigned.

QUALIFICATIONS**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited four-year college or university with a bachelor's degree (BA/BS) in accounting, public administration or a related field, and seven years of progressive experience in accounting or public administration, at least three years of which were at a management level; or an equivalent combination of training and experience. Active CPA license or master's degree in public administration or business administration is preferred.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Principles, practices and procedures of general and governmental accounting, particularly involving financial statement preparation and methods of financial control and reporting.
- Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to a California K-12 school district.
- California pre-K-12 funding model, accountability, restricted revenue policies and procedures.
- Principles, practices and procedures of internal control and audit.
- Principles and practices of public agency budget development and management and of grant tracking and monitoring.
- Federal, state, local and District laws, regulations and policies governing fiscal requirements of educational institutions, including those related to categorical programs and payroll.
- Federal and state laws and regulations governing risk management, asset protection and physical and electronic security applicable to a K-12 school district.
- District business operation and activities.
- Principles and practices of administration, supervision and training.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement, equity and culture change.

- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan and direct activities of the Department of Fiscal Services.
- Make recommendations and provide technical direction on a broad range of fiscal issues including but not limited to apportionment, budgets, accounting, policies and procedures.
- Evaluate risk management policies, practices and strategies and make sound, prudent decisions that maximize student and employee safety and safeguard the District's assets.
- Interpret, explain and apply laws, rules and regulations.
- Work collaboratively with District directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively orally, make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with internal and external stakeholders.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class..

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed