

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Fiscal Services, plans, organizes, and maintains fiscal compliance and internal controls related to District-wide accounting, budget, payroll, bond and cost accounting, bond reporting and other reporting activities. This position is funded 50 percent by Measure E. Upon the expiration of Measure E funds, this position will reduce to a .50 FTE. This position would be subject to a continuing approval by the Board of Trustees at the conclusion of the Measure E funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Coordinates and maintains bond related construction budgets, audits, funding and expenditures for new construction and modernization projects;
- b. Implements budgeting, accounting, and internal control policies and procedures and prepares the related materials and trainings;
- c. Perform financial, operational, and compliance audits of district programs and activities, including those funded under governmental grants, contracts, and publicly funded bond measures;
- d. Prepare, review and analyzes district contracts, agreements, memorandums of understanding, and district financial statements and audits;
- e. Prepare, review, and analyze district data, data trends, and state data submissions including supporting related district teams and personnel;
- f. Prepare, review, and analyze district and bond related cash flows and multi-year budget plans including developing projections, forecasts, and other reports assigned or required;
- g. Serves on general obligation bond team and works closely with Director Bond Program and Workforce Housing;
- h. Prepares, records, and maintains forms, financial records and documents for the district bond program which includes new construction, reconstruction, and modernization projects;
- i. Responsible for the maintenance of accurate cost accounting records including records necessary for audits for the Office of Public School Construction for state funded projects.
- j. Support and provide internal audit-related activities and trainings and serve as liaison between the district and external auditors;
- k. Prepare and review district year-end closing activities and district state and federal reporting;
- l. Identify and prepare detailed reports, recommend corrective actions for potential areas of weakness or risk exposure, and provides adequate solutions to identified problems;
- m. Coordinates and consults with internal and external stakeholders including preparation and presentation of financial and other reports;
- n. Identify and prepare detailed reports, recommend corrective actions for potential areas of weakness or risk exposure, and provides adequate solutions to identified problems;
- o. Plan and implement organizational effectiveness measures;
- p. Manage and maintain databases, fiscal systems and records, and provide trainings to end users;
- q. Support Director of Fiscal Services and Assistant Superintendent of Business Services with district programs and financial planning.
- r. Performs other related duties and assumes responsibilities as assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and methods of modern public and business administration management

- Generally accepted auditing standards
- Federal, State, and local laws and regulations applicable to governmental accounting
- Procedures and techniques of budget preparation and control
- Accounting theory and practices
- Financial analysis and research procedures
- Principles and standard practices of cash management
- Comprehensive financial reporting
- Current budgeting and accounting software and tools
- Interpersonal skills using tact, patience and courtesy
- Modern office procedures, methods, and computer equipment

Ability to:

- Direct, supervise, plan, organize the activities of the fiscal services
- Forecast factors use in budgeting
- Analyze and resolve issues related to the area of responsibility
- Ensures the accuracy of financial documents and reports
- Provide expertise and training to lower-level accounting personnel
- Learn and implement new computer software program (s)
- Interpret and apply governmental law and regulations relating to fiscal functions
- Communicate clearly and concisely, both verbal and in writing
- Demonstrates flexibility and respond to changing requirements and job assignments
- Establish and maintain cooperative and working relationship with all the contacts at work

WORK YEAR:	Classified Management Work Year; 12 Months
SALARY:	Classified Management Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance
EDUCATION AND EXPERIENCE:	Equivalent to Bachelor's degree from an accredited college or university with major course work in accounting, finance or related field. Three years of increasingly responsible experience in budgeting and accounting preferably in a school district.
PHYSICAL ABILITIES:	Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks. Physical effort is light to moderate with frequent periods of standing or walking. Limited handling of light weight parcels or office supplies is also required.
LICENSES:	Possession of valid California drivers' license and proof of insurability.
WORKING CONDITIONS:	Office and school environment. May be subject to constant interruptions and frequent contact with the public. Subject to occasional noise from computer operation, and visual exposure to computer screens.