

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Coordinator III Fiscal Services

CLASSIFICATION: Classified Management

REPORTS TO: Executive Director, Fiscal Services

DESCRIPTION:

Under the direction of the Executive Director III of Fiscal Services, plan, organize and oversee the District's accounting, payroll, purchasing, contracts and financial record-keeping activities; establish and revise accounting procedures and controls; perform complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District; oversee the administration and implementation of Federal and State Categorical budgets, and Local Educational Activities (LEA) programs; supervise, train and evaluate the performance of assigned personnel. Responsible for planning, organizing, and coordinating purchasing and compliance with public contracting requirements.

PERFORMANCE RESPONSIBILITIES:

- Supervises and coordinates District fiscal/accounting records and transactions related to, but not limited to, accounts payable, accounts receivable, payroll, and purchasing.
- Directs and participates in the preparation and maintenance of various financial and statistical reports, statements and records related to assigned activities; reviews, audits and analyzes fiscal statements, records and reports to ensure accuracy, completeness, proper coding and compliance with Generally Accepted Accounting Principles (G.A.A.P.) and State and Federal guidelines; makes changes and adjustments to records, reports, budgets as appropriate.
- Supervises, trains, and evaluates the performance of assigned personnel; assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.
- Prepares and analyzes financial reports for local, state and county agencies.
- Supervises input of payroll data on all district employees in the payroll system, including current salary, authorized deductions, hours worked, vacation time, sick leave, additional stipends, overtime, professional growth, longevity, shift differentials.
- Provides consultation and technical expertise to Executive Director, administrators and personnel concerning fiscal and budgetary operations and activities; responds to inquiries, resolves issues, errors and discrepancies in payroll, budgets or other financial statements.
- Supports the Executive Director III in preparing the Annual Budget and Interim Reports, including all required SACS reports and documentation.
- Prepares and oversees District record-keeping in areas related to budget control, payroll and disbursement of funds.
- Advises and assists the Executive Director III in the financial administration of projects and accounts.
- Maintains the financial records of the California State Preschool Program(CSPP), Expanded Learning Opportunities Program (ELO-P) and other categorical programs and grants including the Local Control Accountability Plan (LCAP)
- Conducts regular internal audits of District funds and programs, accounts such as student

- body funds, and identifies and resolves discrepancies.
- Participates in the opening, verification, balancing, reconciliation and adjusting of accounts, including general ledgers, payroll registers, income tax, health and welfare
- Directs the preparation of all bids, leases, and contract documents.
- Negotiates contracts and leases for supplies, services, and equipment.
- Maintains surplus property lists and arranges for disposal through reissue and/or public sale or action.
- Reviews and maintains the record retention documents.
- Maintains district inventory of capital assets.
- Ensures compliance with Board policy and the state education code pertaining to
- purchasing, contracts, and payroll.
- Assists in the coordination of new business software applications that are implemented in the district.
- Assists in the formulation and development of policies, procedures and programs; assists in the modification of programs and procedures to ensure compliance with established requirements as necessary.
- Assists in preparation of budget estimates for income and expenditures; and prepares and organizes year-end financial closing.
- Directs and maintains position control records.
- Assists Executive Director with independent auditors from various agencies in verification of accounting records and procedures.
- Performs other related duties as required.

KNOWLEDGE OF:

- Governmental and school district accounting and budgeting principles
- Supervisory and management techniques
- State rules, laws, and regulations regarding fiscal matters
- Mainframe and PC financial and personnel applications

ABILITY TO:

- Perform difficult budgetary and accounting duties, including complex data processing applications
- Contribute to a positive working environment
- Communicate complex accounting and data processing concepts; analyze and solve unique problems
- Skillfully operate the computer and related peripherals

TRAINING AND EXPERIENCE:

- A bachelor's degree in accounting, finance, or public administration or five years of responsible experience in financial record-keeping, bookkeeping, or governmental accounting.
- School district experience is strongly preferred

TERMS OF EMPLOYMENT:

220 days, Management Salary Schedule

BOARD APPROVED: ~~May 22, 2018~~

February 27, 2025