Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

Director, Fiscal Services

JOB SUMMARY:

Under the administrative direction of the Assistant Superintendent, Administrative Services: plans, organizes, controls, and directs the fiscal services functions of the District, including accounting, budgeting, payroll, purchasing, and financial record keeping. This position prepares short and long-term financial plans, formulates and recommends policies relating to the financial operations of the District, and supervises and evaluates the performance of assigned personnel.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position that serves as the District's finance and accounting director. The incumbent is the administrative head of the Fiscal Department, which includes overall responsibility for the functional areas of accounts payable, receivable, attendance, student body, categorical, purchasing**,** and payroll. The incumbent provides expertise in a wide variety of school business matters, including financial and budgetary forecasting and analysis, cost containment, and contracts management. The incumbent is expected to work independently in concert with the objectives, scheduling, and general procedures established by the Assistant Superintendent, Administrative Services.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.)*

Plan, organize, control and direct the work of the Fiscal Services Division, including supervision of personnel responsible for central and specialized accounting, payroll, budget control, revolving cash and other fund income, disbursements and records, financial reporting, and purchasing operations; ***E***

Work with the Assistant Superintendent, Administrative Services to coordinate preparation of the District's annual budget for approval and adoption by the Board of Trustees; compile, analyze and consolidate budget information; assure proper budgetary controls and transfer of funds to accomplish approved financial objectives; ***E***

Administer and direct the program of accounting for District funds; conduct cash flow analysis; ***E***

Coordinate year-end closing procedures, reconcile, troubleshoot and assist staff, monitor accounts payable and receivable, review purchasing processes**,** calculate deferred income and restricted carryover for grants and entitlements; ***E***

Develop, recommend, and implement accounting and procurement procedures and policies to improve efficiency and service and meet legal and financial reporting requirements; ***E***

Administer the District's financial program within State and County legal requirements and budget limitations; ensure timely and accurate financial reporting; ensure proper internal controls, audit trails, and records maintenance for all fiscal and purchasing activities; ***E***

Review new and proposed legislation, anticipate, evaluate, and interpret significant national, state, and local trends and developments affecting the business and financial affairs of the District, and make appropriate recommendations to the Assistant Superintendent, Administrative Services for the development of new Board policies; ***E***

Calculate the financial impact of collective bargaining proposals; ***E***

Research and review legal issues of the District related to the District's fiscal and business activities with legal counsel; ***E***

Supervise, direct, and coordinate the work of personnel assigned to the Fiscal Services Department, including purchasing staff; evaluate immediate subordinates; oversee the selection, training, transfer, and discipline of employees according to established procedures; ***E***

Work cooperatively and effectively with officials and employees of the District, other public agencies and officials, local community groups, and the public, providing technical advice and assistance regarding fiscal services; ***E***

Direct the preparation and maintenance of a wide variety of narrative, financial, statistical, and other reports related to assigned activities and personnel, including purchasing transactions and vendor management; ***E***

Attend Board, public, staff, and other meetings as assigned; may represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding the financial and business administration of the District; ***E***

Perform other tasks and assume responsibility as may be assigned by proper authority**.**

SUPERVISION:

Receives administrative direction from the Assistant Superintendent, Administrative Services.

Direct and indirect supervision is exercised over Fiscal Services and Purchasing personnel.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of governmental accounting technology systems and fiscal/financial transactions as practiced in a California school district;
- Principles and practices of school district income forecasting, budgeting, and budget administration;

- Laws, rules, regulations**,** policies, and procedures governing fiscal management in a California school district;
- Preparation methods used to develop financial statements and comprehensive accounting reports;
- Internal control and audit principles and practices; Methods and practices of data and financial analysis and research;
- Principles and practices of human resource supervision**,** management and training;
- Interpersonal skills using tact, patience, and courtesy;
- Good oral and written communication skills;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheets, databases, email, and internet computer applications;
- Public presentation methods and use of related software and/or equipment;
- English usage, spelling, grammar, and composition.

Ability to:

- Plan, direct, manage, coordinate, and integrate the district's finance and accounting activities and operations, including payroll, finance, and budget, to meet district objectives, professional standards, and legal requirements;
- Direct, coordinate, and participate in the preparation and maintenance of the District budget;
- Develop and implement accounting, record-keeping, and budgetary procedures and systems;
- Direct and ensure the maintenance of a variety of reports and files related to assigned activities;
- Analyze financial data and prepare reports, forecasts, and recommendations;
- Perform mathematical computations accurately to update budgets, maintain records, complete requisitions and related forms;
- Operate various office equipment, including data and word processing equipment and software programs; Select, assign, supervise, train, and evaluate assigned staff; develop, and enforce policies and procedures necessary to ensure the accuracy and integrity of financial records, accounts, and reports;
- Read, interpret, and apply complex laws, rules, regulations**,** policies, and procedures;
- Analyze situations, make sound judgments and recommendations, and take appropriate actions;
- Prepare, present, and articulate clear and concise reports and information both orally and in writing to a wide variety of audiences;
- Apply training, knowledge, and experience so as to maximize the efficiency of Department functions;
- Plan, organize, and prioritize work of self and others to meet schedules and timelines;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- Graduation from an accredited college or university with a B.A. or B.S. degree with a major in business/public administration or education with a specialization in school business administration, or equivalent.
- An advanced degree in a related field is desirable.

Experience:

- Several years of directly related professional-level accounting or related experience comparable to that required to direct fiscal service operations in a California school district, including supervision or coordination of the work of others

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Performs primarily sedentary administrative work in a typical office environment. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans, and materials being submitted to elected officials and/or outside agencies. Physical dexterity is sufficient to operate personal computers, other standard office equipment, and a motor vehicle. Communicates clearly and can understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, elected and government officials, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

Established 12/19/75
Revised 11/15/84, 5/17/90, 2/16/93, 5/23/96
Deactivated 2/20/01 due to reorganization, reactivated 9/1/06
Revised 10/11/07
Job Description Review and Revisions Effective: 11/12/15
Job Description Review and Revisions Effective: 3/21/25