

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF FISCAL SERVICES AND SUPPORT

JOB SUMMARY:

Under administrative direction from the Deputy Superintendent of Business Services & Support, plans, analyzes a wide variety of school business operating, accounting, budget, and financial activities involving the application of analytical skills and advanced knowledge of accounting principles and financial operations; prepares projections of revenue and forecasts the District's financial position. Advises school district officials, principals, district employees, and office personnel on legal and technical provisions relating to school finance and budgets. Serves as a primary point of contact with the California Department of Education Fiscal Services Department personnel regarding technical school business operations and policies. Plans, coordinates, and directly supervises fiscal services staff who handle school district audits and reporting services, county office budget and purchasing functions, computation of funding entitlements, review and certification of school district and county office attendance, financial and other cost data, and maintenance of the financial accounting system; and does other work as required. In consultation with the Deputy Superintendent plans and coordinates the activities of the fiscal services staff office.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, directs, and coordinates the District's accounting, budgeting, payroll, and other fiscal functions and activities including specialized fiscal administration, such as school construction and charter school funding.
- Provides support, assistance, training, and direction to school district personnel in areas of state and federal reporting requirements, including, new or revised legislation, current accounting procedures, and budget development and forecasting through workshops, individual training, and correspondence.
- Develops and prescribes systems and methods for financial record keeping functions in compliance with state law, District policy, and District fund restrictions.
- Prepares regular financial statements, analyses, and other periodic reports of expenditures related to the annual budget; oversees and coordinates implementation of new financial systems.
- Provides assistance to school principals regarding the development and monitoring of school budgets.
- Assists in implementing and administering school district fiscal oversight and budgets in accordance with current legislation; reviews the fiscal oversight process and the analysis of school district budgets and financial reports, assists with preparing communications and correspondence regarding school district financial reports. Including extensive review of LCFF revenue limits and other income sources and expenditures.
- Trains, supervises, and evaluates the performance of assigned personnel.
- Advises and assists District administrators regarding specific budget issues.
- Reviews and assists in the preparation of District multi-year fiscal projections used in budget development and future financial planning activities.
- Serves as liaison with auditors and other fiscal monitors, explaining and clarifying District procedures.
- Analyzes audit reports, prepares written responses, and develops and implements any

modification to accounting systems.

- Maintains liaison with State and County Department of Education and professional organizations on legislation and accounting, budget, and payroll guidelines, and works with them to clarify or resolve difficult or unusual operation problems.
- Attends Board of Education, Budget Advisory Committee, and other meetings as required.
- Oversees fiscally independent charter schools, assisting in revenue, expenditure, and charge-back reporting.
- Provides leadership and technical support for the Business Services team.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Minimum of five years of increasingly responsible professional accounting and related administrative experience.
- Ability to plan, organize, direct, and coordinate District accounting, budgeting, payroll and other fiscal concerns; collect, organize, and analyze financial data; prepare clear, accurate, and timely financial statements and written and oral reports; provide technical expertise to others regarding fiscal operations; maintain effective financial control and records; interpret, apply, and explain legal and procedural requirements; establish and maintain effective and cooperative working relationships with others; plan and implement automated financial record keeping systems and oversee efficient and accurate administration; communicate and interact effectively and professionally under pressure; and analyze situations and adopt effective courses of action.
- Knowledge of collective bargaining legal requirements and negotiations procedures.
- Strong technical/computer skills in business programs.
- Knowledge of principles and practices of accounting and financial record keeping; alternative accounting and booking systems and equipment; applicable District, State, and Federal laws, rules, regulations, policies, and procedures; District organization, operation, policies, and objectives; principles of budgeting, cost accounting, payroll, financial planning, and forecasting; business systems management; fiscal administration; principles of training and supervision; and statistical report preparation.
- Graduation from an accredited college or university in business administration or a related field, with substantial successful accounting experience involving functions in program budgeting, accounting, and reporting systems required. Additional supervisory experience and prior experience in an educational or governmental agency required.
- Completion of an educational CBO program is desired, but not required.