

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Director of Internal Auditor/Controller**Classification:** Classified Management**FLSA:** Exempt**Reports to:** Assistant Superintendent, Executive Services**Range:** Classified Management Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting, business administration or finance or related field and five years increasingly responsible experience in financial/school business management.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

SUMMARY

Under the supervision of the Assistant Superintendent of Executive Services (Business), assists in the management of all functions of the financial records, supervises all functions of the accounting section. Plans, directs and supervises the Fiscal Department personnel relating to fiscal control. Serves as financial controller and Internal Auditor. Performs other duties as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Assigns and directs the activity of account clerks, payroll clerks, microcomputer specialists, microfilm clerk and other assigned employees.
2. Reviews and audits accounting entries to account ledgers, manually and EDP.
3. Maintains budget records and controls.
4. Establishes, reviews and modifies accounting, fiscal and other records.
5. Completes preliminary preparations of the budget and makes budget revisions as appropriate.
6. Directs the preparation of financial statements and budgets.
7. Summarizes historical accounting data.
8. Performs continual internal audit of the District including attendance and student body records.
9. Prepares specified District Financial reports, including the Interim Reports, Adopted budgets and Annual External Audit.
10. Responsible for district student attendance accounting.
11. Responsible for liaison with external auditors.
12. Directs and performs accounting functions regarding journal entries, including invoices, receipts, transfer accounts, adjustment vouchers.
13. Directs, supervises and evaluates particular employees assigned to the Finance and Budget Section.
14. Manages operation of accounts for all special monies.
15. Attends board meetings as required.
16. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge Of:

Generally Accepted Accounting Principles, practices and procedures, and related laws, codes and regulations;
Governmental Accounting Standards Boards statements;
California School Accounting manual;
Preparation, review and control of assigned accounts;
Financial analysis and projection techniques and financial reporting procedures;
Collective bargaining agreements;
Principles and practices of management, supervision and training;
Budget control and revenue projections;
District organization, operations, policies and objectives;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Microsoft Access and Office;

Ability To:

Manage assigned functions relating to fiscal management, control and analysis;
Control and monitor assigned budgets or accounts;
Train, supervise and evaluate personnel;
Maintain accurate financial and statistical records;
Prepare and analyze comprehensive accounting reports;
Plan and organize work;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Analyze situations accurately and adopt an effective course of action;
Operate a personal computer and a financial computing system;
Interpret, apply and explain rules, regulations, policies and procedures;
Meet schedules and timelines;
Work independently with little direction;

WORKING CONDITIONS

Environment

Office environment.

Physical Abilities

Sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents.

Hazards

Contact with dissatisfied or abusive individuals.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

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