

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Director of Fiscal Services

**Reports to:** Department Administrator

**Classification:** Classified Management

**FLSA:** Exempt

**Range:** Classified Management Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

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

License and other Requirements:

Valid California driver's license.

### **SUMMARY**

Plan, manage and direct assigned functions relating to fiscal management, control and analysis; develop, control and monitor the budgets and accounts of the District; supervise and evaluate the performance of assigned personnel.

### **SPECIFIC RESPONSIBILITIES**

1. Direct and control assigned functions relating to fiscal management, control and analysis; develop, control and monitor the budgets and accounts of the District.
2. Supervise and evaluate the performance of assigned personnel; recommend disciplinary and other personnel-related actions; train personnel in assigned areas.
3. Develop and recommend Board policies and administrative regulations related to assigned fiscal services.
4. Prepare, review, and direct the maintenance of comprehensive narrative and statistical reports, records and files related to fiscal services.
5. Direct, control and monitor appropriate work flow, computer system procedures, staff development, priorities and work assignments.
6. Approve and authorize a variety of financial transactions, and budget or personnel transfers.
7. Communicate with a variety of District administrators and personnel, and City, County and State departments or agencies to coordinate activities, resolve issues or concerns and exchange information.
8. Perform various duties related to payroll, financial accounting, associated student body accountings, student attendance accounting and administration of the financial computer system as assigned; prepare and present financial projections according to established procedures.
9. Develop and prepare a variety of budgets for the District; analyze and review budgetary/financial data.
10. Operate a personal computer.
11. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Knowledge of:

November 8, 2004

- 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.
- Preparation, maintenance, verification and processing of financial records.
- 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 and direct assigned functions relating to fiscal management, control and analysis.
- Develop, 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.

### **PHYSICAL ABILITIES**

Office environment.

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

Contact with dissatisfied or abusive individuals.