



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR of FISCAL SERVICES

PRIMARY FUNCTIONS:

Under the direction of the Chief Business Officer, the Director of Fiscal Services is responsible for the general management of financial operations of the District; assists in the development, management, and control of the district budget, accounting, payroll, purchasing, and fiscal record management and reporting activities and functions; to plan, organize and oversee accounting and payroll functions; to supervise, review and evaluate the performance of assigned personnel; to perform advanced technical and specialized accounting and financial record management and reporting functions; plan, direct and implement sound fiscal management policies and procedures.

REPRESENTATIVE DUTIES:

- Direct and supervise the day-to-day activities and functions of the District's fiscal operations to include payroll, attendance accounting, accounts payable and receivable, purchasing, budget development, financial accounting, and reporting, as well as the maintenance of the general ledger accounts and subsidiary ledgers.
- Supervise and evaluate fiscal services staff, review staffing needs and develop recommendations as necessary.
- Direct, control, and monitor appropriate workflow, staff development, priorities, and work assignments.
- Assist with the development of District budgets for all funds; beginning with revenue projections, expenditure allocations from enrollment staff projections, and forecasting ongoing expense.
- Provides support for the development of the Local Control Accountability Plan (LCAP) and other plans and grants as directed.
- Supervise payroll record keeping and preparation as well as the maintenance of the general accounts and subsidiary ledgers.
- Review budgets for compliance to Standards and Criteria; analyze, review and monitor the budgets and accounts of the District throughout the year and revise as necessary.
- Prepare and/or supervise the preparation of a wide variety of periodic and annual financial statements and reports; assure that Federal, State, and County required reports are accurate and filed in a timely manner; which may include Consolidated Application and Reporting System, as well as others.
- Monitor State policy and regulations and assist with the formulation or update of District procedures as necessary.
- Coordinate and supervise accounting and auditing functions for District funds and

accounts, including student body accounts, stores, and fixed assets inventories.

- Coordinate and authorize a variety of financial transactions in accordance with District budgets and District policy.
- Review District purchase orders; review all personnel requisitions for budgetary implications and fiscal impact.
- Assist with the preparation of Board agendas and reports on budget and fiscal matters as directed.
- Supervise and coordinate annual audit report with independent auditors. Oversees the internal and external audit processes within generally accepted accounting and auditing guidelines.
- Provide support for ongoing Bond programs.
- Serve as a member of various District-level teams and committees; including attendance at Board Meetings, Cabinet, Principals' Council and others, as assigned.
- Perform related duties as assigned.
- Adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.
- Administration of requirements established by the California School Accounting Manual and generally accepted accounting principles for income and expenditures.
- Supervises and evaluates personnel within the fiscal services department.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Generally Accepted Accounting Principles.
- Fiscal Financial Budget procedures and methods.
- Cost Accounting applicable to phases of District operations. Auditing and inventory control procedures.
- Computerized accounting procedures, laws, rules/regulations, and practices related to school district budgeting.
- Modern data processing systems and procedures.
- Categorical programs, grants and one-time funds.
- Writing and initiating accounting systems and procedures.
- Governmental Accounting Procedures and California School Accounting Manual.
- District organization, operations, policies, and objectives.
- Record-keeping techniques.

- Oral and written communication skills.
- Research methods and report writing techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of supervision and training.
- Budget preparation and control.

ABILITY TO:

- Direct the accounting program of the District. Prepare clear and concise financial reports.
- Direct District budget, accounting, and fiscal procedures and policies.
- Instruct, train, and supervise personnel in accounting methods and procedures. Analyze financial records and interpret in layman language.
- Write and initiate systems applicable to a school district's financial operations. Supervise general cost accounting system.
- Evaluate new techniques and methods in the accounting field for their possible application to fiscal operations
- Perform statistical and financial analysis.
- Interpret and apply specific district, state, and county fiscal requirements, procedures, policies, and laws.
- Understand and carry out general oral and written directions.
- Establish and maintain cooperative working relations with personnel, department heads, principals, administrators, the board, and the public.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Communicate effectively both orally and in writing.
- Operate a computer terminal to enter data, maintain records and generate reports. Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality.
- Work on multiple projects at one time.
- Meet multiple deadlines.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting or business administration.
- Three (3) years professional accounting experience in a school district, preferably in California.
- Experience with Quintessential School Systems preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment; subject to driving a personal vehicle to conduct work.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer terminal.
- Hearing and speaking to exchange information and to make presentations.
- Sitting or standing for extended periods of time.
- Seeing to read, analyze and review complex financial data.
- This position complies with the rules and regulations of the American with Disabilities Act (ADA).

Policy Adopted: October 11, 2022