MT. DIABLO UNIFIED SCHOOL DISTRICT
Executive Director, Fiscal Services

SUMMARY DEFINITION: Plans, organizes, coordinates and directs the budget, payroll, accounting and financial activities of the District. Prepares and presents reports for the Superintendent, Board of Education and governmental agencies. Supervises the functions of Payroll, Accounts Payable, Accounts Receivable, Budget Development, Interim Reports, Cash Flow Analysis, End of Year Closing, and External Audits. Serves as Chairperson of the District Budget Advisory Committee. Performs related work as assigned and required. Responsible for the Fiscal Services Department.

Directly Responsible to

Chief Business Officer

Supervision

Manager, Human Resources Systems
Confidential Secretary
Payroll Manager
Chief Accountant
Accounting Supervisor
Supervise and evaluate other classified staff as assigned

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

1. Plans, organizes and directs the work of the central accounting office including budget preparation and control, payroll processing, receipt and disbursement of funds, and allied fiscal activities. **E**

2. Prepares the annual income and expenditure budgets. **E**

3. Supervises and prepare the annual income and expenditure budgets. **E**

4. Supervises and participate in the preparation of financial statements. **E**

5. Supervises and participates in the maintenance of financial control records on funds received through state aid programs and bond issues and supervises the preparation of required reports. **E**

6. Manages the financial aspects associated with the district's short-term and long-term debt, such as Tax Revenue Anticipation Notes (TRANs), lease/purchase agreements, debt, Certificates of Participation (COPs) and bonds. **E**

7. Monitors the cash flow of the district and invests the available funds by working with the County Treasurer.

8. Conducts special financial, statistical and analytical studies.

9. Prepares and presents financial reports and budgets. **E**

10. Prepares and generates interim as well as year-end financial reports, including state and federal financial reports. **E**

11. Supervises and participates in internal and external audits ensuring financial information and internal controls are maintained in the way necessary to meet the specifications of the external auditors.

12. Develops uniform accounting procedures in accordance generally accepted accounting principals, state and federal guidelines, and suitable to data processing methods.

13. Confers with other district administrative personnel and makes decisions on actions involving district policy information and control.

14. Works collaboratively with all district personnel and union leadership.

15. Solves unusual pay situations and makes salary adjustments when appropriate.

16. Recommends, supervises, reviews and evaluates work of subordinate personnel and provides overall direction of their training and work. **E**

17. Provides assistance to administrators and staff throughout the District regarding fiscal policies, negotiations, and procedures.

18. Works with program administrators to solve problems with budget printouts, accounting reports, reconciliation, etc.

19. Makes improvements to existing procedures and forms, and installs new accounting systems as needed.

20. Attends Board meetings as required and makes presentations regarding financial information. **E**

21. Attends job related meeting and activities as assigned by Superintendent or designee.

22. Performs additional duties and responsibilities, including supervisory and advisory, as prescribed by the Superintendent or designee.

Desirable Qualifications

Knowledge and Skills

1. Knowledge of comprehensive budget and fiscal services department of a large unified school district.
2. Comprehensive knowledge of the principles of accounting.
3. In-depth knowledge of budget and fiscal procedures and methods.
4. Knowledge of laws and regulations applying to school district accounting operations.
5. Knowledge of effective supervisory techniques.
6. Skill in analyzing, interpreting and preparing financial statements and reports.
7. Skill in establishing and maintaining accounting systems.
8. Skill in establishing and maintaining effective working relationships with others.
9. Ability to exercise good judgment and tact.
10. Ability to speak and write effectively
11. Ability to work effectively with all segments of the educational community and general public.
12. Knowledge of principles of organization and management.

ABILITY TO:

1. Ability to assemble and analyze data, and make appropriate recommendations for action.
2. Skill in logical thinking and the ability to explain difficult material simply.
3. Ability to rapidly assimilate the facts, conditions and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.
4. Ability to design and implement procedures.
5. Knowledge of school district operations and procedures.
6. Skill in translating and presenting Board and district policy and procedures to various employees, individuals and groups.
7. Ability to plan, organize, coordinate and direct a variety of complex operations of a large school district.
8. Ability to supervise and direct a large staff or department.
9. Ability to use computer to process and access information.
10. Comprehensive knowledge of integrated Payroll/Personnel systems.

Education and Experience

1. Bachelor's Degree preferred.
2. Shows progressively responsible experience in professional accounting including experience in a supervisory capacity.
3. A combination of relevant and comparable training and experience may be substituted for **a Bachelor's Degree**.
4. At least five (5) years experience in school district financial administration highly desirable.

<u>Working Conditions</u>

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to sit for extended periods of time; reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers' Association
Range 41

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