MT DIABLO UNIFIED SCHOOL DISTRICT

Director, Budget, Accounting & Fiscal Compliance

SUMMARY DEFINITION: Develops revenue and expense projections; directs comprehensive fiscal management, including budgeting, accounting, audit/internal controls, attendance reporting, and charter school oversight. Monitors, supervises, and analyzes fiscal accounts and records; directs the preparation of detailed funding reports to ensure compliance, transparency, and fiscal health of the District. Supervises fiscal staff and provides strategic leadership in financial planning and accountability.

DIRECTLY RESPONSIBLE TO

Executive Director, Fiscal Services or Superintendent Designee

SUPERVISION

Fiscal Analysts
Supervisor, Accounting
Coordinator, Fiscal Compliance & Reporting
Supervises the work of other assigned classified staff.

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.)

- Develops, monitors, and analyzes district-wide revenue and expenditure projections, including attendance-driven revenue projections.
- Prepares, reviews, and analyzes funding reports ensuring compliance with local, state, and federal reporting requirements.
- Implements and maintains robust internal control systems and coordinates audits to ensure financial integrity and accountability.
- Directs and manages attendance reporting processes to maximize funding accuracy.
- Oversees fiscal management and accountability of district-authorized charter schools.
- Responsible for special fund accounting procedures including controls on revenue and expenditure budgets.
- Prepares and develops cost analyses and projections for collective bargaining agreements.
- Prepares cash flow projections and reviews them with rating agencies.
- Assists in compiling the District's annual financial statistical report.
- Ensures accurate reconciliation of District financial records with county reports.
- Oversees preparation of Board Reports on budget transfers.
- Directs the year-end closing process and ensures timely submission of required state and district financial reports.

- Provides leadership and oversight for external audit processes.
- Advises administrators and staff throughout the District regarding fiscal policies, regulations, procedures, and budgetary/accounting information.
- Coordinates with program administrators to monitor compliance with grant and funding source requirements, including ongoing budget-to-actual variance reporting.
- Presents and reviews financial information, including funding and budget analyses, to the Board of Education and bargaining units.
- Collaborates with Human Resources, school sites, and district departments to align staffing and position control processes in support of organizational goals.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Bachelor's degree in business/public administration, accounting, or a closely related field; or any combination of professional training or experience.
- Three (3) years of experience in fiscal management, budgeting, and accounting in a California K-12 educational environment.
- Significant supervisory and leadership experience.

KNOWLEDGE OF:

- Knowledge of accounting principles, practices and methods, and their application to the preparation of fiscal statements.
- Knowledge of governmental accounting methods.
- Knowledge of budgetary practices.
- Knowledge of automated accounting systems and personal computers, and skill in using them.
- Knowledge of office practices and procedures; good knowledge of the principles of administration; good knowledge of the principles and practices of supervision and training.
- Knowledge of principles of organization and management.
- Knowledge of state and federal laws pertaining to school accounting.

SKILL IN:

- Skill in performing accounting duties.
- Skill in applying accounting principles to the maintenance of control records and the preparation of financial statements.
- Skill in devising, installing and revising major accounting systems.
- Skill in directing the flow of a large volume of detail work and in planning, laying out and reviewing the work of directly supervised employees.
- Skill in preparing accurate and complete financial reports from accounting records.
- Skill in logical thinking and the ability to explain difficult material simply.
- Ability to design and implement procedures.
- Skill in expressing oneself clearly and concisely, both orally and in writing.
- Skill in supervising and directing the work of others.
- Skill in training and advising others in the use of accounting systems.

ABILITY TO:

- Provide strategic fiscal leadership and oversight.
- Exercise good judgment, tact, and confidentiality.
- Collaborate effectively with diverse stakeholders, including district leadership and external agencies.
- Analyze complex financial data and make sound recommendations.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

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.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

- Must pass the District's pre-employment fingerprinting and TB testing

BOARD APPROVED: Pending Approval

DMA, Salary Range Classified Director II