

Ontario–Montclair School District

CLASS SPECIFICATION Fiscal Services Coordinator

GENERAL PURPOSE

Under the direction of the Chief Financial Officer, plans, organizes, controls, integrates and directs the District's financial and accounting activities and operations; directs, integrates and manages the preparation of financial analyses, reports, and regulatory filings; performs a full range of complex, professional accounting, financial and budget analyses in the preparation and maintenance of the District's financial records, reports and systems; manages and monitors attendance accounting; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of assigned financial accounts, programs, and activities; carries out duties necessary to assure a sound fiscal operation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fiscal Services Coordinator is responsible for a high level, complex financial services for the District, including preparation of periodic and annual financial reports; to assist in the preparation of the budget, prepare budget forms; project and monitor, for the fiscal health of the District; train, supervise and evaluate the performance of staff; Manage and supervise assigned finance functions such as position control, classification of accounts and student attendance accounting; establish and revise accounting procedures, conduct accounting analysis and prepare financial statements; conduct audits of District funds and accounts; meet expected timelines; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Leads, plans, organizes, controls, integrates and evaluates the work of the Fiscal Services department; with subordinate supervisors and staff, develops, integrates, implements and monitors work programs, policies and processes to achieve District strategic and business plans, goals and performance measures; participates in development of and monitors performance against the department's and District's budget.
2. With other members of the management team, participates in the development of District strategic plans and initiatives; develops and implements department business plans, work programs, processes, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and procedures and labor contract agreements.

5. Plans, organizes, directs and oversees the District's budget administration activities and functions; oversees development and implementation of and interprets, enforces and explains budget process, policies and procedures; reviews, analyzes and develops recommendations regarding budget requests and other issues; prepares and delivers or oversees the preparation and delivery of budget presentations, which include highly sensitive and confidential information to senior management and the Board; negotiates and resolves sensitive or complex budget disputes; maintains controls over expenditures.
6. Conducts or manages and directs the completion of financial planning activities and analyses, involving complex, specialized and technical data and in-depth understanding of accounting and financial principles and practices; creates or directs creation of financial forecasting models for District programs; analyzes and determines the impact of economic and legislative changes on the District's financial plans and budgets; provides assistance and expertise to other departments in financial planning for programs authorized by the Board; performs or manages and directs the performance of analyses for complex construction and business agreements and develops and provides recommendations to best protect the District's interests.
7. Plans, organizes, manages and directs the District's general accounting activities and operations; directs maintenance of records to ensure such records are accurate, up-to-date, complete and in compliance with all appropriate standards, laws, rules, regulations and policies; plans and directs the operation and implementation of financial controls for the billing, receipt and accounting for funds from grants and other sources; ensures proper accounting for all expenditures and revenues in accordance with GAAP, GASP and GASB; directs and ensures payment of vendors and contractors per contract and agreement terms and conditions; directs and oversees payroll processes in accordance with District salary ordinance.
8. Plans and directs the preparation of and reviews, integrates and analyzes accounting, financial and management reports prepared for District departments, the Board, senior management and other governmental and regulatory bodies; identifies and communicates issues important to the District and provides findings and recommendations, which are often based on interpretations of complex regulations, laws and guidelines, including recommendations to improve the financial performance of the District.
9. Provides expertise, guidance and assistance to staff, senior management, other District personnel and external customers; evaluates specialized information and data and provides decisions and recommendations on a wide array of financial matters; advises on availability of funds for long-term projects; directs and manages implementation of training programs for the District in accounting and finance matters; understands, enforces, interprets and explains complex regulations, laws and guidelines.
10. Directs and participates in identification of financial areas that require process improvement; oversees development, integration and implementation of new or revised policies, processes, standards and internal controls for the Fiscal Services department.
11. Directs and oversees coordination of departmental activities with external auditors for annual audit.
12. Participates in the selection of fiscal services personnel.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
2. Principles and practices of cost and fixed asset accounting

3. Internal control and audit principles and practices.
4. GAAP, GASP and GASB accounting standards and requirements.
5. Principles and practices of public agency budgeting.
6. Laws and regulations relating to the financial administration of public school districts.
7. District functions and associated financial management issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. Principles and practices of public administration, including purchasing and contracting and the maintenance of public records.
10. Principles and practices of sound business communication.
11. Research methods and analysis techniques.
12. Principles and practices of management and supervision.
13. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, manage and integrate the District's finance and accounting activities and operations to meet District objectives, professional standards and legal requirements.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze and make sound recommendations on complex financial data and operations.
4. Understand, interpret, explain and apply District policies and state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.
5. Evaluate financial programs, procedures and controls and implement recommendations for improvements.
6. Perform complicated mathematical calculations and analyses.
7. Prepare clear, concise and comprehensive financial statements, reports and written materials.
8. Exercise sound independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
10. Establish and maintain effective working relationships with Board members, all levels of District management, staff, County management and staff, representatives of other governmental agencies, external auditors and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least five years of increasingly responsible financial and accounting experience, at least two of which were in a supervisory or management capacity. A Master's degree in business or a Certified Public Accountant certificate is desired, but not required. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

Certified Public Accountant, Certified Internal Auditor, Certified Management Accountant or Master’s degree in Business Administration is preferred, but not required.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, staff, County management and staff, representatives of other governmental agencies, external auditors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approved: October 6, 2011