Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: DIRECTOR OF FISCAL SERVICES

Classification:	Management	Work Year:	237 Days
Department:	Fiscal Services	Board Approval:	12/14/2017
Reports To:	Chief Business Officer		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Plan, organize and direct fiscal management functions including:

- Accounting and budgeting systems
- Supervision and evaluation of assigned personnel
- Implement the District goals and objectives
- Develop and monitor budgets

REPRESENTATIVE DUTIES:

ACCOUNTING AND BUDGET SYSTEMS:

- Direct, supervise, plan and manage assigned functions relating to fiscal management, control and analysis.
- Coordinate and perform complex accounting functions in analyzing, recording and monitoring income and expenditures for all district funds; preparing financial analyses and special studies.
- Develop, control and monitor budgets and accounts of the District.
- Direct, supervise, coordinate and perform fiscal/accounting transactions and records related to audit, accounts payable, accounts receivable, budget, payroll, and building projects.
- Coordinate district purchasing.
- Direct, coordinate, prepare and assist in preparation and review of narrative and financial reports, records and files.
- Direct and control Fiscal Services tasks including effective work flows, priorities, staff development and assignments.
- Direct and control District financial computer system procedures including user instruction, application, maintenance and revision.
- Verify and approve transactions and records related to financial accounting, accounts payable, payroll, student attendance accounting and student body accounts.
- Analyze and review District budgetary and financial data to insure accuracy, standards and appropriateness.
- Prepare year-end financial statements and coordinate annual district audit.
- Provide training and information on District fiscal management.
- Perform accounting, audits and reconciliations of District accounts.
- Identify, analyze, project and monitor all revenue sources ensuring the District receives all available revenues.
- Identify, analyze, project and monitor expenditures to ensure the District expends and accounts for funds in accordance with Local, County, State and Federal requirements.

GENERAL:

- Communicate with District administrators and personnel, City, County State and Federal agencies to coordinate activities, resolve issues or concerns and exchange information.
- Supervise and evaluate the performance of assigned personnel.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices and procedures as required by California public schools accounting standards;
- Budget preparation, control and revenue projections;
- Collective bargaining agreements;
- Financial analysis and projection techniques, and financial reporting procedures;
- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and procedures;
- Principles and practices of management;
- Oral and written communications skills.

ABILITY TO:

- Use applicable sections of State Education Code and other laws;
- Develop, control and monitor District budgets;
- Direct and manage assigned functions relating to fiscal management, control and analysis;
- Interpret, apply and explain rules, regulations, policies and procedures related to financial management;
- Prepare, analyze and maintain comprehensive financial and statistical records;
- Meet schedules and timelines;
- Operate and use district business systems and equipment;
- Communicate effectively both orally and in writing;
- Effectively plan and organize work;
- Maintain effective working relationships with those contacted in the performance of required duties;
- Supervise, evaluate, train and counsel assigned personnel;
- Work independently with little direction;
- Maintain effective budgeting and financial control;
- Analyze data and arrive at sound conclusions and recommendations;
- Interpret, apply and explain rules, regulations, policies and procedures.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration, accounting, finance or closely related field.
- Two years of responsible experience in a fiscal management/supervisory capacity of a public school district.
- Two years of responsible experience in public school financial and statistical recording keeping.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment

PHYSICAL ABILITIES:

Light Physical Effort

- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.