

**MANAGEMENT JOB DESCRIPTION**

---

**EXECUTIVE DIRECTOR OF FISCAL  
SERVICES AND SUPPORT**

---

**JOB SUMMARY:**

Under administrative direction from the Assistant Superintendent for Business Services and Support, plans, organizes, directs, and coordinates the District's accounting, budgeting, payroll, and pupil attendance accounting processes; provides direct fiscal oversight for capital projects; reviews fiscal impact of and approves all staffing expenditures; serves as the District's fiscal liaison for the Child Nutrition Services Department and fiscally independent charter schools; supports other fiscal functions as needed; prepares projections of revenue and forecasts the District's financial position; aids the Assistant Superintendent for Business Services and Support in administration of District business operations; consults with data processing personnel; and is committed to teamwork and collaboration to provide optimum services for students, staff, and community.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes, directs, and coordinates the District's accounting, budgeting, payroll, pupil attendance accounting, and other fiscal functions and activities including specialized fiscal administration, such as school construction/capital projects, Community Facilities Districts, charter school funding, and Child Nutrition budgeting.
- Provides collective bargaining financial analysis and support.
- Coordinates and plans issuance of alternative funding and financing mechanisms such as Certificates of Participation, General Obligation Bond issues, and lease/purchase agreements.
- Assesses and recommends risk financing options for the District's Workers' Compensation and Other Post Employment Benefits programs.
- Develops and prescribes systems and methods for financial record-keeping functions in compliance with state law, District policy, and District fund restrictions.
- Prepares monthly financial statements, analyses, and other periodic reports of expenditures related to the annual budget; and oversees and coordinates implementation of new financial systems.
- Trains, supervises, and evaluates the performance of assigned personnel, including other management staff.
- Advises and assists District administrators regarding specific budget issues.
- Reviews and assists in the preparation of District income projections used in budget development and other financial planning activities.
- Serves as liaison with auditors and other fiscal monitors, explaining and clarifying District procedures.
- Analyzes audit reports, prepares written responses, and develops and implements any modification to accounting systems.
- Maintains liaison with state and county Department of Education and professional organizations on legislation and accounting, budget, and payroll guidelines, and works with them to clarify or resolve difficult or unusual operation problems.
- Attends Board of Education, Budget Committee, and other meetings as required.

- Oversees fiscally independent charter schools, assisting in revenue, expenditure, and charge-back reporting.
- Provides leadership and technical support for the Business Services team.
- Performs other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Five years of increasingly responsible professional accounting and related administrative experience.
- Ability to plan, organize, direct, and coordinate District accounting, budgeting, payroll and other fiscal concerns; collect, organize, and analyze financial data; prepare clear, accurate, and timely financial statements and written and oral reports; provide technical expertise to others regarding fiscal operations; maintain effective financial control and records; interpret, apply, and explain legal and procedural requirements; establish and maintain effective and cooperative working relationships with others; plan and implement automated financial record-keeping systems and oversee efficient and accurate administration; communicate and interact effectively and professionally under pressure; and analyze situations and adopt effective courses of action.
- Knowledge of principles and practices of accounting and financial record keeping; alternative accounting and booking systems and equipment; applicable District, state, and federal laws, rules, regulations, policies, and procedures; District organization, operation, policies, and objectives; principles of budgeting, cost accounting, payroll, financial planning, and forecasting; business systems management; fiscal administration; principles of training and supervision; and statistical report preparation.
- Graduation from a recognized college or university with major coursework in accounting or business administration, public administration, school finance and governmental accounting (or equivalent experience in the above fields on a year-for-year basis).