DIRECTOR OF FISCAL SERVICES

Purpose Statement

The job description for Director of Fiscal Services was created for the purpose/s of planning, administering, supervising, and coordinating the financial functions of the district.

Essential Functions

- Assists other district and school site administrators in the development of their respective budgets
- Assists the Assistant Superintendent CBO in administering the district's insurance program including Workmen's Compensation, liability and health
- Coordinates the financial activities of the district and provides information for the annual district audit
- Performs the internal audit function for all districts, county, state and federal financial records and reports
- Identify all revenue sources (federal, state, county and local) to ensure that the district will receive all earned revenues
- Plans, organizes and directs the fiscal services office activities including the following: accounting system maintenance and revision, data processing report generations and distributions, purchasing, payroll preparation and distribution, and food service accounting system
- Prepares and monitors the District's Annual Budget
- Performs fiscal analyses for administrative and policy review
- Prepares information for and participates in district negotiations
- Assist the Assistant Superintendent CBO with statistical and budgetary analysis of negotiation proposals
- Plans, organizes, prepares and presents periodic financial statements which describe the District's revenue and expenditures
- Supervises, trains, motivates and evaluates the Fiscal Services Department personnel
- Completes Parcel Tax Budget analysis and compliance supervision
- Manages and participates in the development and administration of the district's budget; directs the forecast of additional funding needs for staffing, equipment, material and supplies; directs the monitoring of and approves expenditures; directs the preparation of and initiates budgetary adjustments as necessary
- Provides staff assistance to the Superintendent Chief Learning Officer
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Fiscal Services Department programs, policies and procedures
- Attends board meetings; presents items to the school board; and serves as a resource at board meetings as needed
- Informs the Assistant Superintendent CBO, the Superintendent Chief Learning Officer and Board of Trustees on all matters concerning the fiscal status of the district (short and long term)
- Reviews pertinent legislation and ensures District compliance with rules, regulations, and laws; ensures timely and accurate reporting data to federal and state authorities, including SACS, grants and categorical funding
- Assist in writing board policies and administrative regulations as well as contract language during negotiations, including working closely with legal counsel when necessary
- Represents the school district at meetings related to the functions of the Fiscal department

- Coordinates and manages all matters related to external audits of the district and directs the district's internal audits
- Coordinates with county personnel relative to fiscal functions
- Provides oversight and guidance to the Associated Student Body (ASB) staff to ensure financial reporting and adherence to policies and procedures; performs internal audits of ASB and revolving cash funds.
- Other related duties as assigned

Job Requirements & Skills

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: principles and procedures of accounting, including governmental procedures; School District fiscal, payroll, and budget procedures; methods and procedures used in purchasing supplies and equipment; computer based accounting systems and procedures; modern office procedures, methods and equipment, including typewriter, calculator, copier, computer and printer; laws, rules, and regulations applicable to California School District finance and accounting activities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes.

Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant.

Specific abilities required to satisfactorily perform the functions of the job include: establish and maintain effective work relationships with those contacted in the performance of assigned duties; understand and carry out complex oral and written instruction; instruct, train, and supervise bookkeeping, clerical, managerial, and technical personnel in accounting procedures, computer applications and departmental procedures; apply pertinent School District policies, laws, rules, and governmental regulations to specific cases; analyze and interpret fiscal records and documents and prepare accurate and complete financial summaries and reports; perform research, compiling information from a variety of sources, maintaining accurate records and files; physical ability and emotional stamina to endure additional hours of work, under sometimes stressful situations; communicate effectively in both oral and written forms.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience

3-5 Years of progressively responsible experience in fiscal management for California school district is preferred

Certificates & Licenses

Valid Driver's License

Education

Bachelor's Degree in Accounting, Business Administration or related field preferred

Clearances

DOJ/FBI Fingerprint Clearance
TB Clearance

Work Year

227

Required Testing

Successful completion of Pre-Employment Process

Supervision

Assistant Superintendent CBO

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade

Classified Management Range 101

Continuing Education/Training

Training attendance at workshops as appropriate