Position: Director - Fiscal Services	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range C	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Director - Fiscal Services plans, organizes, directs, and evaluates the district's budget, accounting, and financial reporting functions. This position ensures fiscal integrity, compliance with all applicable laws and regulations, and the effective stewardship of district resources. The Director provides leadership in budget development, financial analysis, and long-range planning, supporting strategic decision-making and the district's overall financial health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Lead the development, implementation, and monitoring of the district's annual budget, interim reports, and long-range financial projections.
- Direct and oversee all accounting functions, including general ledger, accounts payable, accounts receivable, and financial reporting.
- Ensure accurate and timely preparation and submission of all required financial reports to state, federal, and local agencies.
- Develop and implement budget guidelines, timelines, policies, and procedures for consistency, transparency, and compliance.
- Monitor district revenues and expenditures, including unrestricted and restricted funds, for fiscal stability and compliance with funding requirements.
- Provide financial analysis, projections, and recommendations to support strategic planning and decision-making by district leadership.
- Oversee attendance accounting systems and reporting processes related to Average Daily Attendance (ADA) and funding.
- Coordinate and manage internal and external audits, for compliance and timely resolution of findings.
- Supervise, train, and evaluate assigned fiscal services staff, including budget and accounting personnel.
- Collaborate with Human Resources, Payroll, Purchasing, and other departments to align financial data and operational practices.
- Provide technical expertise and guidance to district and site leaders regarding budget development, financial management, and compliance requirements.
- Develop and maintain financial reporting systems, dashboards, and tools to support transparency and data-driven decision-making.
- Communicate with district leadership, departments, and external agencies to coordinate fiscal activities and resolve issues.
- Ensure compliance with all applicable federal, state, and local laws, including Education Code and accounting standards.
- Support presentations and reporting to the Superintendent, Cabinet, Finance Committee, and Board of

Trustees.
- Identify and implement process improvements to enhance efficiency, accuracy, and effectiveness of fiscal operations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:
- Education: Equivalent to a Bachelor’s degree or higher from an accredited college or university with major coursework in accounting, finance, business administration, public administration, economics, or a related field. A Master’s degree or Certified Public Accountant (CPA) designation is highly desirable.
- Experience: Five years of increasingly responsible experience in fiscal services, budgeting, accounting, financial management, or a related field, including at least three years in a leadership or supervisory capacity. Experience in a public school district, county office of education, public agency, or governmental finance environment is highly desirable.

LICENSES AND CERTIFICATES
- Valid California driver’s license required