



## **JOB DESCRIPTION**

### **DIRECTOR OF FISCAL SERVICES**

**Range 11 Classified Management Salary Schedule ESD/HSD- 261 Days (12 Months)**

**DEFINITION:** Under the direction of the Assistant Superintendent Business Services, this position is in charge of the development, maintenance and supervision of the district budgets, accounting, attendance and payroll functions, procedures, and controls. The position directs and is responsible for development of related policies, programs, and services for the schools and the school district, and in addition, provides the Assistant Superintendents, Deputy Superintendent, Superintendent, and the Board of Education with updated financial analysis of proposed and existing district programs and/or services in all phases of district operation.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Plans, organizes and supervises the work of the Financial Services support staff; including the selection, training, and assignment of duties; develops and communicates standards of performance; documents and evaluates performance, recommends employee recognition and discipline.
2. Establishes, review, and supervises the maintenance and control of financial recordkeeping functions and systems; prepares, reviews, and verifies a variety of accounting reports in conformance with laws, codes, regulations and audit guidelines.
3. Performs fiscal oversight responsibilities related to school district budgeting, accounting, auditing, payroll processing and related business functions to ensure conformance with State and Federal legal requirements and compliance with general accepted accounting principles.
4. Collaborates with all schools and departments in the development, management and monitoring of all budgets. Evaluates budgets to ensure maximum coordination, available funding, and allocation of resources to meet Board, Superintendent, and District objectives.
5. Prepares and presents to the Board of Education the annual budget, interim and annual financial reports required by the county and state. Provides accompanying narratives and presentation slides for the Assistant Superintendent of Business Services to review in a timely manner.
6. Prepares agenda items, materials and staff reports for Board of Education and other committee meetings. Attends Board and committee meetings and present reports and render professional advice, upon request.
7. Interprets and implements current fiscal legislation and education code requirements. Stay apprised of State budget proposals and actions to accurately calculate district income in accordance with current law.
8. Files state budgets and reports on or before legal deadlines and supervises district attendance accounting methods and procedures.

9. Collaborate with Human Resources staff to ensure accurate position control records for payroll processing and for use in budget development and revisions. Works with Human Resources, who is responsible for establishing and administering the fringe benefit program.
10. Assists the chief negotiator for the district in determining costs for collective bargaining proposals and agreements.
11. Maintains the financial system authorized users and permissions.
12. Administers audit contracts and assists auditors in conducting annual district audits.
13. Works closely with administrators and staff regarding associated student body accounting practices and procedures.
14. Performs a variety of financial, statistical, technical and administrative studies and prepares reports of findings and recommendations.
15. Performs other duties as assigned that support the overall objective and mission of the position and department.

#### **KNOWLEDGE AND ABILITIES:**

- Current theory, principles, and practice of modern school district business and financial management
- Laws affecting school district business and financial matters in the State of California.
- Attendance accounting laws, rules and regulations.
- Auditing of K-12 public schools California School Accounting Manual and Governmental Accounting Standards (GASB) requirements.
- Budget development and control in a public school environment.
- Business administration and collective bargaining laws, rules and regulations in California.
- Act in a professional and positive manner
- Establish and maintain cooperative and effective working relationships with others
- Use tact, patience, and courtesy
- Plan, direct, make decisions, establish priorities and coordinate a variety of complex technical operations involving efforts of multiple specialized units
- Analyze and identify present and potential problems, and evaluate alternate solutions
- Interpret laws, rules, regulations and policies related to business and financial matters
- Motivate subordinates toward effective and efficient work performance
- Analyze financial statements and fiscal reports and prepare a complex budget
- Speak effectively before various groups

#### **REQUIREMENTS:**

**Education:** Any combination equivalent to a Bachelor's degree from an accredited college or university in accounting, economics, public administration, finance, or business administration.

**Experience:** Five years of increasingly responsible experience as an accountant, auditor or in a related field including at least three years in a school district fiscal administrative or supervisory position. Experience in a related field above the five-year requirement may be substituted for years of educational experience on a two-year experience equals one-year of education basis.

**Licenses/Certifications:**

Master's degree, Certified Public Accountant license, or C.A.S.B.O. Certificate of Professional Designation as CBO preferred.

**WORKING ENVIRONMENT/ PHYSICAL DEMAND:**

- Office environment as well as many hours spent at outside meetings.
- Hours may vary to meet district needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.
- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.

Board Approved: