

DIRECTOR-FISCAL SERVICES

JOB SUMMARY:

Under the direction of the Deputy Superintendent, plan, organize and direct fiscal functions including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District funds and accounts; provide technical expertise to assist the District in the formulation of financial policies, cost controls and budget development; plan and coordinate the District's accounting, payroll, purchasing and other fiscal functions; compile and analyze financial and statistical information related to District revenues and expenditure budgets.

ESSENTIAL FUNCTIONS:

- Develop District budget including the monitoring of budget revenues and expenditures to verify revenue and expenditures are in compliance with projected levels; recommend, prepare and oversee budget revisions; analyze data related to District budget preparation or special projects; perform fiscal and program analyses and make recommendations as appropriate.
- Prepare the adopted budget, interim reports, the consolidated application and other financial reports; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepare financial data and reports for negotiations.
- Communicate with District personnel to coordinate efforts, exchange information and provide assistance regarding business account funds, financial reports and policies; advise and assist District administrators regarding their site or department budget; respond to a variety of inquiries from District personnel and other organizations regarding accounting guidelines, expenditure status and grant guidelines.
- Audit and provide budgetary administration over payment of bills, invoices, payrolls, purchase orders and other District claims; oversee accounts payable functions including the processing of invoices and distribution of payments; review, analyze and verify purchase orders, requisitions, accounts payable vouchers and other expenditures; coordinate and direct accounts receivable functions including the receipt, verification and processing of incoming monies and deposits; oversee and direct procedures for collection of fees and revenues.
- Develop, recommend and perform functions related to internal audits and informational guidelines for attendance accounting in compliance with State laws, District policies and mandated reporting requirements.
- Direct and participate in end-of-year closing activities; coordinate and conduct annual audits to assure compliance with established fiscal standards and requirements; coordinate, assist and provide fiscal information to outside auditors as directed; prepare and distribute financial data to auditors; analyze audit reports, prepare written responses, and develop and implement modifications to accounting systems as needed.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

- Provide technical information and assistance to the Deputy Superintendent concerning fiscal operations and District accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; modify programs and procedures to assure compliance with established requirements as necessary.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings, workshops and trainings as assigned; prepare presentations and present and attend Board of Education, Local Control Accountability Plan (LCAP), District Budget Advisory Committee and others as assigned.
- Train and evaluate assigned personnel; provide input to the Deputy Superintendent regarding selection, discipline, promotion, reassignment or termination of assigned staff.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.
- Budget administration, preparation and control.
- Financial analysis and research techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions of the District.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of training and providing work direction to others.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct fiscal functions including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District funds and accounts.
- Plan and coordinate the District's accounting, payroll, purchasing, accounts payable, accounts receivable and other fiscal functions; compile and analyze financial and statistical information related to District revenues and expenditure budgets.
- Prepare financial and budget reports required by the State, administration, federal agencies and the Board.
- Train and provide work direction to assigned personnel.
- Analyze complex and technical financial documents and budgets.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact, patience and courtesy when interacting with others.
- Interpret, apply and explain rules, regulations, policies and procedures.

- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business, finance, accounting or related field and five years of accounting and budget analysis experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Board Approval:

1/10/2017