

DIRECTOR OF FISCAL SERVICES

Job Summary

Under the direction of the Chief Business Officer, with major responsibility for central budgeting, accounting, and other related fiscal activities on a district-wide basis; and is responsible for the formulation and implementation of district fiscal policies; manages, coordinates, and supervises fiscal operations of the district; assumes a major role in the development of the budget; prepares financial statements and reports; and performs related duties as assigned.

Essential Functions:

- Coordinates and supervises the work of accounting, payroll, and benefits for the District;
- Coordinates annual budget development under the guidance of the Chief Business Officer;
- Calculation and projection of revenue, estimated income, and expenditures for all funds;
- Monitors and analyzes budget income, encumbrances, and expenditures to ensure that expenditures are equal to budget allocations;
- Analyzes budget transfer requests and recommends approval and approves transfer of budgeted funds in accordance with the established procedures;
- Prepares periodic budget reports and reviews expenditures to ensure correct coding and other fiscal procedures;
- Maintains charts of accounts and prepares quarterly annual financial statements for certification of projected solvency;
- Develops, compiles, edits, and approves a variety of fiscal reports for County and state agencies;
- Advises and counsels school and district staff in the preparation of budget requests and amendments for transfers of allocations in accordance with established procedures;
- Schedules, monitors, and supervises the assignments of fiscal staff members;
- Develops and maintains standards for performance of positions supervised and advises staff of standards for work performance;
- Supervision and evaluation of the specialized clerical and technical support staff assigned to fiscal services;
- Provides consultation and training for school site and district administrative personnel to ensure understanding of fiscal processes;
- Provides oversight on the student body and other district programs and funds;
- Attends and participates in Governing Board, budget advisory, and other meetings as required and requested;
- Represents the district at various local, regional, and state meetings as needed;
- Prepares special financial analyses and reports as required for Collective Bargaining processes or special projects as needed;
- Reviews and recommends approval of warrants, reviews and recommends approval of purchase orders as directed.

Knowledge and Abilities:

- Principles and practices of public school and district accounting and budget development, including relevant laws within the California Education Code and California accounting manuals;
- Principles and procedures for accounting, fund accounting and school district accounting, state and federal requirements and finances;
- District fiscal policies, organization, operations, and objectives;
- Correct English usage, spelling, grammar and punctuation;
- Accounting and statistics required for the preparation of reports;
- Principles of supervision, evaluation, and training for assigned supervisory responsibilities
- Interpret and implement complex governmental regulations and directives;
- Plan, organize, and supervise the work of accounting and payroll department
- Operate computer and various office machines;
- Follow written & verbal instructions;
- Make independent decisions;
- Work autonomously;
- Demonstrate good judgment & good problem-solving skills;
- Organize tasks, set priorities & meet deadlines;
- Manage multiple tasks; direct, supervise & instruct others;
- Respond appropriately to evaluation & changes in the work setting.
- Coordinate the development of the annual district budget for all funds;
- Develop effective internal control procedures for the monitoring and amendment of planned expenditures;
- Project income from various sources, including base revenue limits, state and federal projects, and estimate expenditures;
- Prepare complex financial reports, including analyses and recommendations;
- Communicate effectively with all levels of district personnel, the board, and the general public;
- Maintain the confidentiality of information used in labor relations or other personnel and fiscal processes;
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

Education/Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or a related field and supervisory experience related to the duties and responsibilities of the position or an equivalent combination of training and experience. Experience in a public agency is preferred. Master's Degree, MBA, Certificate of School Business Management, or CPA is desired.

Minimum of three (3) years of documented supervisory/management experience in the monitoring and operations of a school district budget, including preparation, fund accounting, and monitoring of an annual district budget; equivalent experience may be substituted in a governmental or other public agency; documented experience in the preparation and presentation of fiscal reports required by County and State agencies. Experience in an educational system is highly desirable.

Ability to:

- Work collaboratively with the Chief Business Officer and staff to establish and reach clear goals and objectives.
- Assume responsibility for supervising program components and site personnel.

- Learn, organize work, understand and apply rules, regulations, procedures, policies, and professional expectancies.
- Learn and utilize the basic methods and procedures used in instruction.
- Perform various clerical duties and perform record-keeping tasks in a timely manner.
- Utilize current technology tools and related equipment.
- Understand and carry out written and oral instructions.
- Establish, promote, and maintain effective working relationships.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

- Mental ability and knowledge are required to interpret and implement policies, rules, and regulations and make determinations relative to the effective performance of the essential responsibilities of the position.
- Ability to sit or stand for extended periods.
- Ability to see and read printed matter with or without vision aids.
- Ability to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach, and have mobility sufficient to circulate freely.
- This position may require occasional pushing and/or pulling of equipment; manual dexterity; frequent stooping, sitting, bending, walking, standing, climbing, and/or reaching; the ability to hear and see; lift and carry 25 lbs. (occasionally), may lift or carry up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address).

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).