

DIRECTOR OF FISCAL SERVICES
Classified Management - Director II Salary Schedule

DEFINITION

To serve as the principal advisor to the Assistant Superintendent of Business concerning all financial issues.

EXAMPLES OF DUTIES

Develops and Maintains the District Budget

- Estimates revenue limits and monitors revenue, comparing budgeted amounts to receipt of funds; analyzes cash receipts for District funds; maintains and provides budgets and financial reports for revenues and expenditures of all funds
- Assures proper financial management of District funds including the general fund, revolving cash account, and other funds
- Prepares financial reports for school sites, departments, and the Board of Education; prepares required financial reports for State, Federal and County
- Directs the preparation of monthly payrolls, vendor payments, collection and posting of revenues and reconciliation of District accounting records and year-end closing
- Approves vendor payments, assuring payments are properly processed in accordance with applicable regulatory requirements, comparing budget to expenditures
- Reviews and develops pupil attendance accounting procedures and verifies attendance accounting reports. Reviews and monitors the construction accounting

Serves as the District Resource for Budget and Fiscal Information

- Serves as the District resource for budget information and training
- Provides leadership in achieving the District and departmental goals and objectives while providing support to school sites, programs, and departments
- Provides support and advises District and site administrators, coordinators, and other personnel in financial issues including budget, expenditures, pupil attendance accounting, construction accounting, Board Policy and ASB organizations

Supports the Assistant Superintendent of Business, School Sites, and District Departments

- Provides technical expertise, information, and assistance to the Assistant Superintendent of Business regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; advises the Assistant Superintendent of Business of unusual trends or problems and recommends appropriate corrective action
- Arranges for internal auditing at school sites for attendance accounting and ASB
- Directs and coordinates the annual independent audit, maintaining contact with external auditors to assure business office practices and procedures are in compliance with Federal, State and County requirements
- Attends and conducts a variety of meetings as assigned

Manages and Supervises the Fiscal Service Department and Staff

- Develops and implements procedures and policies for the Fiscal Services Department including the payroll and accounting offices
- Assists in the training of new staff to the Fiscal Services Department
- Evaluates employees in the Fiscal Services Department, including payroll and accounting staff

Other Duties as Assigned

QUALIFICATIONS GUIDE

Knowledge of:

- CSAM (California School Accounting Manual)
- GASB (Governmental Accounting Standards Board)
- GAAP (General Accepted Accounting Principles)
- SACS (Financial Reporting Software)

Ability to:

- Make recommendations concerning relevant areas of responsibility
- Manage and supervise the auditing and accounting functions of the District
- Maintain effective central accounting systems
- Recommend employment for all relevant positions
- Consult with subordinate personnel in planning, implementing, coordinating and evaluating the activities of their respective area of responsibility
- Prepare such reports as the Assistant Superintendent of Business Services may request

- Demonstrate a thorough understanding of policy and regulations
- Demonstrate the capability to understand and put to use the results of related research, the findings of study groups, recommendations of subordinates/committees, and/or directives of the Assistant Superintendent and/or Superintendent
- Produce quality work, requiring minimal revision
- Demonstrate knowledge and expertise in the use of spreadsheets
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority
- Effectively organize tasks and assignments for timely completion
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility
- Consistently display a positive cooperative attitude
- Adhere to statute, administrative policy, practice and procedure
- Preserve and protect confidentiality and privacy
- Refer all issues not within stated areas of authority to the appropriate authority in a timely manner
- Willingly accept additional assignments within areas of responsibility
- Assume management control and administrative authority as required during emergencies or other circumstances demanding immediate attention and/or informed decision making
- Set an example in professionalism for all employees

Training and Experience:

- A minimum of three years successful experience in school business accounting or comparable public agency/private organization experience
- Degree in Business Administration
- Hands on experience in all related fields of supervising a fiscal services office

Physical:

Good physical condition; able to pass required District physical.

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.