

## DIRECTOR OF FISCAL SERVICES

### OVERALL JOB PURPOSE STATEMENT

Under the general direction of the Associate Superintendent of Business Services, the job of Director of Fiscal Services is established for the purpose/s of planning, organizing, directing, supervising, monitoring and coordinating the day-to-day payroll, accounts payable and budget functions within the Financial Services Department; providing administrative and technical support of the District's Board of Trustees, Superintendent, and administrative personnel related to the financial operations; financial oversight of all district funds, including bond funds; communicate with county and State administrators, auditors and others regarding fiscal services; determining the operational workload requirements, and supporting the Associate Superintendent of Business Services in the overall development, planning, oversight and implementation of the District's fiscal operations.

### ESSENTIAL JOB FUNCTIONS

- Supports the Associate Superintendent of Business Services for the purpose of assisting in developing and planning departmental goals and objectives, preparing the District's annual budget calendar and coordinating other departmental and school site activities associated with the District's financial operations.
- Coordinates various district accounting projects (e.g., budget development, payroll) for the purpose of providing required guidance, ensuring effective and efficient district operations and complying with district, local, State and Federal regulations.
- Develops budgets and financial forecasts (e.g., multi-year budget projections, restrictive and nonrestrictive funds including program, capital facilities, special funds, bond funds, Adult Education) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or Board of Trustees.
- Supervises the implementation of district accounting procedures for the purpose of maintaining accurate records and internal controls throughout the District.
- Advises personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with sound accounting practices, established fiscal guidelines, and district, local, State and Federal regulations.
- Develops, installs and maintains accounting systems which provide control of expenditures made to carry out District programs, including required State reporting.
- Monitors budgets and expenditures of all district funds for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Makes presentations (e.g. , staff, sites, Superintendent's cabinet, community members) for the purpose of assisting the Associate Superintendent of Business Services in budget planning and preparation.
- Develops cost proposals and projections for the purpose of providing necessary data to programs writing grant requests.
- Researches, compiles, analyzes data pertaining to expenditures and system issues (e.g., phone system costs, large open purchase orders) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.

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- Identifies problems (e.g., unexplained vendor system costs, large open purchase orders) for the purpose of developing solutions and new approaches to enhance cost-effectiveness and integrity of District financial operations.
- Develops and implements adequate internal system controls (e.g., revolving cash fund checks, workability expenditures) for the purpose of ensuring adequate accountability and integrity of systems and efficiency/accuracy of payment processing in accordance with Federal, State and District standards.
- Researches methods and new technologies (e.g., electronic payment systems) for the purpose of improving efficiency of financial operations.
- Directs staff activities (e.g., transportation, nutrition program, adult education, capital facilities, bond special funds) for the purpose of ensuring adherence to report deadlines and schedules for different funds.
- Plans and coordinates special staff activities for the purpose of providing specialized assistance to school sites to maintain and enhance site and ASB accounting controls and internal audits.
- Performs a variety of personnel-related functions as assigned (e.g., interviewing, selecting, evaluating, training, supervising) for the purpose of providing efficient departmental operations.
- Develops and implements automated systems and procedures utilizing customized databases and spreadsheets (e.g., position control, budget, payroll) for the purpose of linking and sharing common information sets to enhance efficiency and accuracy of various financial operations.
- Supports the Associate Superintendent of Business Services for the purpose of assisting in the completion of the District's financial operations functions.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

## ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information such as regulations pertaining to proper accounting, budgeting and payroll procedures including State and Federal reporting, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues, draw conclusions and recommend appropriate actions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; concepts of grammar and punctuation; office application software; California School Accounting Manual (CSAM); budgeting procedures, State reporting requirements, proper internal controls, online financial information system; payroll processes; and employment law affecting payroll procedures.

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing accounting procedures; performing standard bookkeeping; preparing budgets and financial plans; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; administering personnel policies and practices; applying appropriate codes, policies, regulations and/or laws; and communicating with persons of varied cultural and educational backgrounds.

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**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires analysis based on organizational objectives and independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing priorities; being attentive to detail; establishing and maintaining effective working relationships; maintaining a professional work environment; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

### RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; using standardized practices and/or methods; directing other persons within a department, large work unit and/or across several small work units; and supervising and monitoring the use of all district funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### EXPERIENCE

Sufficient experience and training to possess the knowledge, skills and abilities necessary to perform the duties of the class. Typical qualifying experience would be at least four years service in a public agency, preferably in a school district, that included responsibility for budget development, monitoring and oversight. At least two years of increasingly responsible supervisory or management experience.

### EDUCATION

Education and experience equivalent to a Bachelor's degree in Business administration, financial management, accounting, or related. Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

# CLASSIFIED

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### CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

### CONTINUING EDUCATION/TRAINING

None Specified

### CLEARANCES

Fingerprint Clearances issued by the California Department of Justice (CaDOJ) and the Federal Bureau of Investigation (FBI); TB clearance; pre-employment physical examination including negative drug screen.

### FLSA STATUS

Exempt

### SALARY RANGE

Management