

DIRECTOR, FISCAL SERVICESDEFINITION:

Under the direction of the Assistant Superintendent, Business Services -- plans, organizes, controls, and directs the District's fiscal services and related activities including budgeting, accounting, payroll, purchasing, accounts payable, and accounts receivable; develops, monitors, and revises the District's budget for all funds and accounts; provides technical expertise to assist the District in the formulation of financial policies, cost controls, and reporting mechanisms; compiles and analyzes complex financial and statistical data; and trains, supervises, and evaluates the performance of assigned personnel.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and coordinate the District's budgeting, accounting, payroll, and fiscal functions and activities; develop and implement budget guidelines, time lines, policies, and procedures; coordinate and direct communications, resources, systems, personnel, and information to meet District budgeting and accounting needs and ensure smooth and efficient Department operations; direct and participate in the development and implementation of the District's accounting systems and fiscal projects, services, plans, strategies, goals and objectives
- Develop and implement systems and methods for ensuring the efficiency, accuracy, timeliness, completeness, and compliance with Generally Accepted Accounting Principles of financial recordkeeping including development and monitoring of internal control procedures; direct activities to ensure proper and timely identification and resolution of fiscal errors, irregularities, and discrepancies
- Develop the District's annual budget; monitor revenues and expenditures to verify compliance with projected levels; recommend, prepare, and oversee budget revisions and reporting; analyze budgetary and financial data to verify accuracy, identify trends, and make recommendations as appropriate; develop intermediate and long-range income, expenditure, and fund balance projections
- Monitor, control, and authorize budget allocations, expenditures, fund balances, cash balances, and related financial transactions; approve budget transfers and journal entries
- Oversee and participate in researching, compiling, assembling, and analyzing a variety of financial, statistical, and budgetary information; prepare a variety of narrative, financial, and statistical reports required by the Board, administration, and Federal, State, and local agencies including the adopted budget, interim financial documents, unaudited actuals, cash flow estimates, average daily attendance reports, consolidated application, and various program expenditure reports
- Direct and participate in end-of-fiscal year closing activities; coordinate and conduct internal audits to ensure compliance with established fiscal standards and requirements; coordinate, assist, and provide fiscal information to external auditors; prepare and distribute financial and procedural data to auditors; analyze audit reports, prepare written responses, and develop and implement modifications to accounting systems in response to findings and recommendations
- Communicate with District personnel to coordinate efforts, resolve conflicts and issues, exchange information, and provide assistance regarding budgets, accounts, financial reports, and procedures; 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, procedures, budget status, and grant guidelines
- Interview and select employees for Department positions; recommend and conduct transfer, reassignment, termination, and disciplinary actions; coordinate and monitor departmental work assignments and functions to enhance the effectiveness and efficiency of the Department; train, supervise, and evaluate employees to maximize performance

- Provide technical information and assistance to Administration concerning Department operations and District accounting and budgeting functions, needs, and issues; assist in the formulation and development of fiscal policies, procedures, and programs
- Provide specialized accounting and financial analysis support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining the fiscal impact of negotiated settlements on the District's multi-year financial outlook; prepare alternative scenarios; maintain confidentiality of sensitive and privileged information; prepare various financial reports and analyses for use in collective bargaining activities; prepare AB1200 disclosure documentation for County review prior to Board action
- Attend and conduct a variety of meetings, workshops, and trainings; prepare presentations and present at Board, leadership, and advisory committee meetings as assigned
- Maintain current knowledge of laws, codes, rules, regulations, and pending legislation related to District accounting and budgeting functions
- Perform other related duties as assigned

QUALIFICATIONS GUIDE:

Knowledge of:

- Generally accepted accounting and auditing principles, practices, and procedures related to governmental agencies
- Financial and statistical record-keeping and reporting techniques
- Budget preparation, administration, and control methods
- Financial research and analysis skills
- Principles and practices of administration, supervision, training, and workforce direction and management
- Effective interpersonal skills using tact, patience, and courtesy
- Operation of a computer and complex accounting, budgeting, and productivity software
- Laws, codes, regulations, policies and procedures related to accounting and budgeting functions within a public school district

Ability to:

- Plan, organize, direct, and control fiscal functions including budget development and monitoring, accounting, payroll, purchasing, accounts payable, and accounts receivable activities
- Plan, organize, direct, supervise, and evaluate the work of others
- Analyze, monitor, and adapt work products generated, and methods employed, by subordinates to maximize effectiveness and efficiency
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Compile and analyze financial data and prepare forecasts and recommendations
- Analyze complex and technical financial documents, budgets, and transactions to identify errors, irregularities, and trends
- Ensure the accuracy and completeness of financial records
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Work independently with little and occasional direction
- Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Completion of Bachelor's Degree in business administration, accounting, finance or a closely related field and five years of increasingly responsible experience in accounting and/or financial administration; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Constant interruptions
- 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 and mouse
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to file and retrieve materials
- Reaching overhead, above the shoulders and horizontally
- Regularly lifting and/or moving up to 10 pounds and occasionally lifting and/or moving up to 25 pounds