



For the future of every student

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts; coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Budget & Finance operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts; establish and maintain fiscal time lines and priorities; assure financial activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities; oversee the development and implementation of accounting programs, projects, services, functions, goals, objectives, plans, strategies and activities

Direct and participate in the development, preparation, review and analysis of the District budget and various departmental, site, categorical and program budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate, forecast, calculate and project annual income, expenditures and balances to determine budget requirements; compile and analyze costs and provide direction concerning budgetary allocations, limits and expenditures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Direct the preparation and maintenance of various financial and statistical records, reports and statements related to budgets, accounts, income, expenditures, projections, interims, actuals, end-of-year and assigned activities; assure mandated reports are completed and submitted to appropriate governmental agency in accordance with established time lines and requirements; prepare first interim, second interim, criteria and standards, proposed/adopted budget and actuals reports.

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; direct activities to assure proper and timely identification and resolution of fiscal issues, errors and discrepancies.

Provide training, technical assistance and expertise to District administrators and personnel concerning

fiscal and budgetary operations and activities; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, principles, laws, codes, regulations, policies and procedures; assist in developing and implementing staff training and development activities.

Plan, organize, control and direct District accounts payable, accounts receivable and payroll functions; direct and assure accuracy of related transactions including income, expenditures and fund transfers; assure proper and timely payment of financial obligations and District employees; direct the preparation, review and processing of purchase orders and invoices; assure proper collection and processing of revenue to maintain fiscal solvency.

Coordinate communications and information between District administrators, personnel, departments, governmental organizations and others to assure smooth and efficient fiscal, budgetary and related reporting activities; confer with principals and District administrators to review and discuss budget status and funding sources for potential program changes; investigate, analyze and assure proper and timely resolution of Department problems and conflicts.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile categorical and various other accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate corrections; direct and participate in end-of-year closing activities.

Assess, review, revise and update budget information; coordinate updates by staff; and assure proper correction of budget errors; collaborate with various administrators in the review, analysis and development of budgets and fiscal priorities; prepare, analyze and develop sub funds and conduct criteria and standards reviews for the District's annual budget; calculate revenue limits and prepare multi-year projections.

Provide technical information and assistance to the Assistant Superintendent-Business Services concerning Department operations and District accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs.

Monitor and evaluate the operations of various District departments to assure smooth and efficient fiscal and budgetary functions and activities; research, develop and implement programs, practices, policies, procedures, solutions and techniques to enhance financial effectiveness, resolve financial deficiencies and assure smooth and efficient fiscal and budgetary activities in various departments.

Provide specialized accounting support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining 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.

Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District; compile and analyze enrollment information to identify trends and include in budget projections.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; direct the modification of accounting and budgetary processes and

procedures to assure compliance with established requirements as necessary; keep various staff and administrators current concerning department, program and categorical requirements and the implications of potential changes in policies and procedures.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning District budgets and accounting operations

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.

Accounting, auditing, budget and business functions of an educational organization.

Advanced theory and application of budgetary planning and control in a school system.

State and federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds and accounts.

GAAP and auditing practices and procedures.

Preparation, analysis, review and control of District accounts and budgets.

Fiscal organization, operations, policies and objectives of the District.

Applicable laws, codes, regulations policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Principles and practices of administration, supervision and training.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, control and direct District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.

Coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and assure smooth and efficient fiscal activities.

Supervise and evaluate the performance of assigned personnel.

Direct activities to assure proper and timely resolution of fiscal issues, errors and discrepancies.

Provide technical training, assistance and expertise concerning accounting and budget functions.

Direct and participate in the development, preparation, review and analysis of the District and department and program budgets to assure proper allocations, fund disbursement and fiscal solvency.

Assure proper and timely payment of financial obligations and District employees.

Direct the monitoring, evaluation and reconciliation of District accounts, funds and budgets.

Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.

Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
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 preparation and maintenance of various financial and statistical records and comprehensive accounting reports.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in accounting or related field and five years administrative accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: 09/19/2007
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