

# CENTRAL SCHOOL DISTRICT

**Job Title:** Director of Fiscal Services

**Occupational Group:** Management

**Reports to:** Assistant Superintendent of Business Services

**Date of Board Approval:** 10/20/2005

**Work Year:** 12 months

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## **DEFINITION**

Under the general supervision of the Assistant Superintendent, Business Services, plans, organizes, and supervises the operation of the Fiscal Services Department in order to maximize the use of district fiscal resources for the education of our students. Plans, organizes, directs and coordinates the District's accounting, budget, fiscal record management and reporting functions and activities; performs responsible and technical tasks pertaining to specialized accounting and computer programming processes; effectively reviews, monitors, audits and verifies financial statements and related summaries and reports; serves as a member of the management team and performs other related work as required.

## **QUALIFICATIONS**

### **Education/Certification:**

- Desired - Graduation from a college with a B.A. or B.S. degree specializing in Business Management or Business Administration, including coursework and training in accounting and closely related fields.
- Required - Valid California Driver's License and safe driving record.
- Required - CPR certification must be obtained within six (6) months of employment and thereafter kept current

### **Experience:**

- The equivalent of three years of responsible accounting and financial record management and reporting experience, including demonstrated leadership and management abilities.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Principles, methods, practices and procedures of school district accounting and financial record management and reporting; legal mandates, policies, regulations and guidelines pertaining to accounting, budget and fiscal record management and reporting processes; computer-assisted accounting systems, programs and equipment; bookkeeping, accounting, fiscal planning, management systems and procedures; practices, procedures, methods and strategies of organization, supervision and employee motivation; employee rights as they relate to due process; supervision and evaluation techniques and the ability to apply them.

#### **Ability to:**

Assemble and analyze information and make appropriate recommendation for Fiscal and budgeted actuals; perform responsible and technical accounting and fiscal record management and reporting functions; interpret and implement legal mandates, rules, regulations, and general District policies as well as those policies pertaining to the fiscal services functions; effectively and efficiently organize, supervise, train and evaluate the work of accounting clerical personnel; prepare fiscal, statistical and narrative reports in a clear and concise manner; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative working relationships.

## **Director of Fiscal Services**

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**ESSENTIAL** – Essential duties include, but are not limited to, the following:

1. Plan, schedule, audit, coordinate, supervise and participate in the preparation and maintenance of accounting and fiscal records and reports, including general and special ledgers and various funds and accounts.
2. Manage all accounting functions pertaining to District operations.
3. Monitor, audit and continuously update the District budget; assists in the budget planning and expenditure control process to ensure adherence to the District's budgetary control guidelines and regulations; prepares budget revisions.
4. Perform reconciliation functions pertaining to the cash account, general ledger accounts and various revenue and expenditure items and accounts.
5. Prepare and/or supervise the preparation of monthly financial statements and various fiscally related reports.
6. Consult with and advise District officials in budget and fiscal matters.
7. Assist in the analysis of legislation pertinent to the fiscal affairs of the District.
8. Calculate District income from state, federal, and local sources.
9. Supervise status accounts for all decentralized budget functions delegated to schools or departments.
10. Assign, supervise, and evaluate the staff of the Fiscal Services Department whose duties include payroll, employee benefits, accounting and accounts payable.
11. Perform financial and statistical research studies as required.
12. Supervise the receipts, records, and deposits of all district revenues.
13. Oversee electronic data processing and accounting programs and provides training for subordinates in computer operations related to their job functions.
14. Supervises the preparation of periodic reports relative to all fiscal operations of the District and annual financial reports, which serve as the basis for the annual external audit.
15. Conduct research and prepare special reports as required to assist in administrative planning and evaluation.
16. Assist the Assistant Superintendent of Business Services in assuring compliance with California Education Code and conformity with accepted accounting practices.
17. Review District policies relating to the accounting of payroll, accounts payable, and data processing programs.
18. Review the financial records for the Food Services Department and Associated Student Body account.
19. Perform other related duties as required.

### **WORKING CONDITIONS**

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases and anti-social/hostile behavior.

### **PHYSICAL REQUIREMENTS**

Dexterity of hands and fingers to operate standard office equipment; the ability to sit for extended periods of time, see to read a variety of material in print and electronic formats, hear and speak to exchange information, walk, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs.

**OTHER REQUIREMENTS**

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.