

TEMPLE CITY UNIFIED SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES

SUMMARY:

The Director of Fiscal Services plans, organizes, controls and directs the activities and operation of the Fiscal Services Department including general accounting, payroll processing, receipt and disbursement of funds, data entry into appropriate system, financial and fiscal reporting. The Director of Fiscal Services also assists in the District budget development and performs related work as assigned by the Chief Business Official (CBO).

DEGREE OF SUPERVISION:

The Director of Fiscal Service works under the general direction of the Chief Business Official and performs with limited supervision. The incumbent is responsible for the supervision of personnel involved in the accounting and payroll departments.

Evaluations for the Director of Fiscal Services are performed by the Chief Business Official on a bi-annual basis.

DUTIES AND TASKS: *(All duties and tasks are essential unless noted as secondary with an S)*

1. Develops and Maintains the District Budget:

- A. Estimates revenue limits and other income sources and expenditures;
- B. Assures proper financial management of District funds including the general fund, revolving cash account and other funds;
- C. Monitors revenue, comparing budgeted amounts to receipt of funds; analyzes cash receipts for District funds;
- D. Oversees data entry into the computerized budget system including employee data such as salary placement, FTE, fringe benefits, work months, and other data;
- E. Maintains tables related to salary schedules and fringe benefit costs; enters data related to expenditures, revenue and other data;
- F. Makes mathematical calculations and develops formulas as needed;
- G. Maintains and provides budgets and financial reports for revenues and expenditures of all funds (general fund, building funds, adult education, Quality Care, food services, student body accounts, special reserve funds, etc.);
- H. Prepares weekly and monthly financial reports for school sites, departments, and Board of Education;
- I. Directs the preparation of monthly payrolls, vendor payments, collection and posting of revenues and reconciliation of District accounting records;
- J. Approves vendor payments, assuring payments are properly processed in accordance with applicable regulatory requirements, comparing budget to expenditures;
- K. Reviews and develops pupil attendance accounting procedures and verifies attendance accounting reports.

2. Serves as the District resource for Budget and Fiscal Information:

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

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D. Serves on the District Budget Committee.

3. Supports the Chief Business Official, School Sites and District Departments:

- A. Provides technical expertise, information, and assistance to the Chief Business Official regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; advises the Chief Business Official of unusual trends or problems and recommends appropriate corrective action;
- B. Arranges for internal auditing at school sites for attendance accounting and ASB;
- C. 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;
- D. Coordinates accounting activities with the Purchasing department;
- E. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;
- F. Attends and conducts a variety of meetings as assigned;
- G. Makes presentations to the Board of Education, Superintendent, principals, teachers and community as requested. (S)

4. Manages and supervises the Fiscal Service Department and staff,

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

5. Other Duties as Assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of:

- A. Planning, organization and management of the Fiscal Services of the District;
- B. Budget analysis, preparation and control;
- C. Principles of accounting, budget, and fiscal procedures and methods;
- D. Cost accounting practices;
- E. Applicable laws, codes, regulations, policies and procedures;
- F. Effective oral and written communication skills;
- G. Principles and practices of administration, supervision and training;
- H. Operation of a computer and assigned software such as spreadsheets, word processing and database management.

2. Skills and Abilities:

- A. Plan, organize and administer the Fiscal Services of the district;
- B. Accurately prepare and maintain the District budget;
- C. Develop and implement accounting procedures and policies for the District;
- D. Analyze, interpret and prepare financial and statistical reports;
- E. Interpret, apply and explain rules, regulations, policies and procedures;
- F. Establish and maintain cooperative and effective working relationships with others;
- G. Analyze situations accurately and adopt an effective course of action;

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H. Adhere to schedules and timelines;

I. Work independently and follow through on projects and assignments with minimal direction.

QUALIFICATIONS:

Education:

- A Bachelor's Degree from an accredited college or university in the areas of Business, finance, accounting or other related field.
- Additional qualifying experience may be substituted for education on a year-for-year basis.

Experience:

- Five years of increasingly responsible experience in work which provides knowledge of the accounting and payroll systems and procedures of a school district;
- One year of supervisory experience.

Other requirements:

- Tuberculosis screening and clearance every four years;
- Possession of a valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required** to sit at a desk for extended periods of time; stand and/or walk for extended period of time; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard.

The employee is **occasionally required** to lift and/or carry objects up to 25 pounds in weight; bend, twist, stoop, or kneel.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required** to work in an indoor climate controlled, windowless environment with moderate noise levels.

SALARY RANGE: 55-57