



Classification Specification

DIRECTOR OF FISCAL SERVICES

Department:	Business Services
Reports To:	Chief Business Official
Supervises:	Fiscal Services staff
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Plan, organize, control, and direct the operations and activities of the fiscal services department, including budget, payroll, accounts payable, accounts receivable, purchasing, audits, and complete accounting functions for all funds of the district; assist in the development of district budgets; review the work of department staff; audit activities of other departments having financial impact on the district; ensure smooth and efficient fiscal activities; train, supervise, and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

- Plan, organize, control and direct the fiscal services department and staff; develop and implement procedures and policies for the fiscal services department, including payroll and accounting offices; ensure fiscal activities comply with established laws, codes, regulations, internal controls, standards, requirements, policies and procedures.
- Estimate revenue limits and other income sources and expenditures.
Ensure proper financial management of district funds, including the general fund, revolving cash account, and other funds.
- Monitor revenue, comparing budgeted amounts to receipt of funds; analyze cash receipts for District funds.
- Train, supervise and evaluate the performance of assigned service staff; recommend transfers, reassignments, terminations, and disciplinary actions; interview and select employees; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assure staff understanding of established requirements.
- Provide technical expertise, information and assistance to the Chief Business Official regarding assigned functions; advise the Chief Business Official of unusual trends or problems and recommend appropriate corrective action; assist in the formulation and development of policies, procedures and programs.

- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Oversee data entry into the computerized budget system including employee data such as salary placement, full time employee (FTE), fringe benefits, work months, and other data.
- Maintain tables related to salary schedules and fringe benefit costs; enter data related to expenditures, revenue, and other data.
- Maintain and provide budgets and financial reports for revenues and expenditures of all funds, including general fund, building funds, adult education, quality care, food services, student body accounts, and special reserve funds.
- Prepare weekly and monthly financial reports for school sites, departments, and the board of education.
- Direct the preparation of monthly payrolls, vendor payments, collection, and posting of revenues and reconciliation of district accounting records.
- Approve vendor payments; ensure payments are properly processed in accordance with applicable regulatory requirements, comparing budget to expenditures.
- Review and develop pupil attendance accounting procedures and verify attendance accounting reports.
- Serve as the district resource for budget information and training.
- Provide support and advise district and site administrators, coordinators, and other personnel in financial issues including budget, expenditures, pupil attendance accounting, board policy and associate study body (ASB) organizations.
- Arrange for internal auditing at school sites for attendance accounting and ASB; direct and coordinate annual independent audit, maintaining contact with external auditors to ensure business office practices, and procedures are in compliance with federal, state, and county requirements.
- Coordinate accounting activities with the purchasing department.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Coordinate communications between administrators, personnel, governmental agencies, outside organizations to assure smooth and efficient accounting, budgetary and auditing functions; keep administrators current regarding budgets, transfers, income and expenditures as appropriate.
- Attend and conduct a variety of meetings as assigned; serve on committees; make presentations to the board of education, superintendent, principals, teachers and community as requested.
- Operate a computer and assigned software programs; drive a vehicle to conduct work as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Planning, organization, and management of the fiscal services of the district.
- Budget analysis, preparation, and control.
- Principles of accounting, budget, and fiscal procedures and methods.
- Cost accounting practices.
- Applicable laws, codes, regulations, policies, and procedures.
- Effective oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Generally accepted accounting and auditing principles, practices and procedures.

- Preparation, analysis, review and control of assigned accounts.
- Financial and statistical record-keeping techniques.
- Governmental accounting and fiscal management functions.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of administration, supervision and training.
- Financial analysis and projection techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, and administer district fiscal services.
- Prepare and maintain the district budget.
- Develop and implement accounting procedures and policies for the district.
- Analyze, interpret, and prepare financial and statistical reports.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Compute mathematical calculations and develop formulas as needed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Adhere to schedules and timelines.
- Work independently and follow through on projects and assignments with minimal direction.
- Train, supervise and evaluate the performance of assigned personnel.
- Provide consultation and technical expertise concerning accounting operations and related functions.
- Assure proper and timely resolution of accounting issues, errors and discrepancies.
- Communicate effectively both orally and in writing.
- Maintain confidentiality of sensitive and privileged information.
- Operate a computer and assigned office equipment.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education: Bachelor's Degree in business administration, public administration or a related field from an accredited college or university. Additional qualifying experience may be substituted for education on a year-for-year basis.

Experience: Five (5) years of increasingly responsible experience in work which provides knowledge of the accounting and payroll systems and procedures of a school district. One (1) year of supervisory experience.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

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.

- Indoor/office work environment.
- Moderate levels of ambient noise.
- Driving a vehicle to conduct work.
- Fast-paced environment with changing priorities.

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.
- 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.
- Dexterity of hands and fingers to operate a computer keyboard.
- Drive a vehicle from site to site within the district.
- Lift and/or carry objects up to 20 lbs. in weight.
- Bend, twist, stoop, or kneel.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.