

DIRECTOR - FISCAL SERVICES

DEFINITION

Under general administrative direction, plans, organizes, and directs District accounting and financial record keeping activities; develops and administers the annual budget; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Plans, organizes, and directs the work of the Fiscal Services Department, including budget development and control, payroll record keeping, and preparation, proper disbursement of funds for taxes, fringe benefits, salaries, contracts, materials, supplies and equipment, financial report preparation, and auditing. *E*

Develops and implements principles, procedures, processes, and controls for preparation and maintenance of the District budget. *E*

Analyzes and adjusts budgets as required to comply with directives of District executives or changes in state and federal legislation and regulations. *E*

Prepares comprehensive reports and multi-year projections regarding the budget annually and as required. *E*

Directs development of automated budgetary record keeping systems. *E*

Approves budget transfers and personnel requisitions. *E*

Analyzes contract proposals for cost impact. *E*

Develops and implements accounting procedures to comply with legal and financial obligations such as reporting guidelines requirements. *E*

Writes policies and regulations related to fiscal services. *E*

Directs the maintenance of cafeteria financial records including control of receipts, expenditures, and bank accounts. *E*

EXAMPLES OF DUTIES (cont.)

Directs the accounting control of school funds held in the county treasury and collections of funds received by District. *E*

Directs the maintenance of student body accounting records; directs the maintenance of records, preparation of financial reports, and claims for reimbursement for regular and specially funded programs. *E*

Conducts cash flow analysis; researches and recommends investments and maintains control of investments. *E*

Ensures availability of funds through issuance of Tax and Revenue Anticipation notes (TRAN) as needed. *E*

Prepares Board and special reports. *E*

Performs special financial or statistical research or analytical studies in the formulation of new policies and planning of new or revised programs. *E*

Selects, trains, supervises, and evaluates assigned staff, recommending appropriate personnel transactions. *E*

Conducts audits of various school district funds or accounts. *E*

Works with Information Services for the purpose of transferring manual procedures to machine processing. *E*

Assists auditors conducting audits of programs and financial records. *E*

Attends Board and other meetings, as required, to provide resource information. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Budget, accounting, fiscal, and financial record keeping principles, procedures, and methods;
2. Auditing and inventory control procedures;
3. Financial analysis and research procedures;
4. Principles of supervision and training; and
5. Modern data processing systems and personal computer systems and procedures as they apply to budgetary, financial record keeping and management information systems.

Ability to:

1. Plan, organize, and direct the accounting program of a school district to meet requirements of law, quality standards, and rigid deadlines;
2. Prepare clear and concise financial reports;
3. Plan, organize, and direct a complex budget management program;
4. Read, interpret, and administer statutes, policy, and regulations regarding school district accounting, budgeting and financial transactions;
5. Collect, assimilate, and evaluate data to prepare sound recommendations;
6. Analyze problems, develop sound problem-solving models, and arrive at appropriate solutions to problems;
7. Instruct, train, and supervise personnel in financial record keeping operations;
8. Proficiently use a PC, appropriate software, and calculator;
9. Operate a vehicle observing legal and defensive driving practices;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with persons contacted in the course of work; and
13. Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE

Varied and extensive professional level accounting experience with emphasis on budget development, program accounting, payroll, accounts payable, accounts receivable, financial analysis, and financial reporting, including experience at a supervisory or managerial level directing the work of accounting professional or clerical staff. Public sector experience or school district professional level accounting experience is preferred. Upper division or graduate course work in advanced accounting, cost accounting, business law, school business administration or supervision is desirable.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work; variable hours.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information and to make presentations; sitting or standing for extended periods of time; seeing to read, analyze, and review complex financial data.

Revised: 7/81
7/94