

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Director of Fiscal Services

DESCRIPTION OF BASIC RESPONSIBILITIES

Organize, direct and supervise the District's Business Office. Manage the technical aspects of the budget development process including multi-year projections; oversee and participate in the year-end closing process; develop other fiscal information as necessary; establish and maintain internal accounting controls, and accomplish related work as required.

SUPERVISOR: Superintendent

TYPICAL DUTIES

1. Advises the Superintendent and Board on all fiscal and budgetary matters.
2. Prepares and monitors the annual budget.
3. Lead district Grant procurement and oversight; oversees and serves on Endowment Board;
4. Plan, organize and supervise the work of the Business Office, including revenue and expenditure accounting and proper disbursement of funds for material, supplies and equipment.
5. Supervise and participate in year-end closing of accounts and District records.
6. Compile, prepare and monitor the District budget; revise the budget during the year; prepare required budget reports for the purpose of providing written support and/or conveying written information.
7. Supervise general accounting procedures including report preparation, bank reconciliations and verification of journal entries.
8. Supervise and direct the District purchasing program and fixed asset inventory system.
9. Act as a liaison and resource person with district sites and departments; answer questions; provide fiscal advice on monitoring budgets for the purpose of implementing and maintaining services and/or programs.
10. Plan, organize and supervise the establishment, installation and operation of an internal audit program including consultation and review of procedures with administrators.

11. Ensures that all revenue and payments due the District are properly recorded.
12. Oversee budget development and monitoring process that includes site and district administrators.
13. Maximize the use of the District's financial software programs.
14. Plans, organizes, and directs staff working in purchasing, payroll preparation and distribution, and budget preparation and control.
15. Ensures that all material and salary payments are accounted for and paid in accordance with regulations.
16. Prepare financial and statistical reports and state and federal reimbursement claims.
17. Plan and assign the work of subordinates; check and verify the accuracy of accounting work performed in maintaining records of financial transactions for the purpose of managing assigned operations in accordance with school policies.
18. Supervises and monitors the accounting, expenditure, and internal audit system.
19. Identifies all revenue sources (Federal, State, County, and Local) to ensure the District will receive all available revenues.
20. Prepares budgetary and financial reports for State and Federal categorical programs.
21. Represents District in vendor contractual negotiations and commitments.
22. Procures all Insurances and Risk Management services.
23. Attends Board meetings and advises as to requirements, responsibilities, and fiscal condition of District.
24. Prepares various financial reports for the County, State and Federal government.
25. Monitors and reviews existing and proposed laws and legislation related to school finance and business functions.
26. Prepares and administers all District funds, budgets, state, and federal financial reports.
27. Monitors Board policies related to the District's business functions.
28. Reviews and evaluates budgetary programs and procedures of various sites and departments as they relate to business services.
29. Assist in the budgetary assessment of staffing needs District-wide.
30. Perform other duties related to the above as required.
31. Train, supervise and evaluate Business Office personnel.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard accounting requirements; principles and practices of school finance, accounting and auditing; principles and practices of budgeting, appropriate laws, codes and regulations.

- Operation of personal computers and interfacing with main-frame computers and other office equipment.
- Personal computer software including spreadsheets, database systems and word processing.
- Problem-solving skills.
- Financial statement preparation and analysis, including a variety of specialized California Public School reports.
- Typical business areas including payroll, accounts payable, accounts receivable, purchasing, student body accounting, attendance and budgeting.
- Principles of supervising and evaluating staff;
- Fringe benefit administration;
- Principles, techniques, and procedures of business administration including public school budgeting and financial control;
- General and governmental accounting;
- Board policies and District procedures/operations;
- Federal and state laws and regulations governing a public school District business services;
- Requirements for the operation of an effective District fiscal program.

Ability to:

- Plan, organize and participate in financial and statistical record-keeping activities.
- Perform complex and technical accounting work rapidly and accurately.
- Maintain and audit fiscal records.
- Prepare accurate financial summaries and reports.
- Ensure compliance with California Education Code, applicable District policies, procedures and governmental regulations.
- Maintain confidentiality while working on negotiations and other related matters.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Analyze problems and issues to make sound conclusions and recommendations;
- Maintain effective budgeting and financial control;
- Interpret and apply the provisions of laws and procedures concerning business service policy;
- Plan, organize, coordinate, and administer business services operations;
- Ensure that business services activities and functions are carried out in compliance with State and Federal requirements;

- Demonstrate leadership qualities and utilize motivational techniques and strategies;
- Prepare fiscal, statistical, and narrative reports in a clear and concise manner;
- Direct the evaluation of district transportation needs and the establishment of bus routes for daily and extracurricular events;
- Oversee the district's food service program, ensure compliance with State and Federal nutrition requirements;
- Work independently and make appropriate common sense decisions;
- Supervise and evaluate the performance of assigned staff;
- Communicate clearly and effectively both orally and in writing;
- Maintain effective working relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND CLEARANCES

- Bachelor's degree in Business, Public Administration, Accounting or closely related field
- Four years of increasingly responsible professional accounting experience, preferably in school district accounting
- Master's Degree from an accredited college or university preferred;
- Three (3) years of responsible business experience preferred;
- Five (5) years of administrative experience preferred;
- Valid California driver's license
- Drug test clearance
- TB test clearance
- Criminal Justice fingerprint processing

TYPICAL PHYSICAL CHARACTERISTICS

- Sufficient vision to monitor a variety of activities and read various documents;
- Sufficient hearing for normal telephone conversations;
- Sufficient dexterity to write, operate telephone and business machines;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups;
- Sitting or standing for extended periods or time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.