

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## POSITION SPECIFICATION

### DIRECTOR OF FISCAL SERVICES

#### **DEFINITION**

Under the direction of the Assistant Superintendent, Administrative Services, plans, organizes, directs and participates in the District accounting of income and expenditures in accordance with the public school accounting procedures; assists with budget preparation; develops financial reports to the Board, County, State and Federal government. Directs and oversees the payroll and insurance services operations. Directs and oversees the purchasing operations and assures adequate property control.

#### **REPRESENTATIVE DUTIES:**

Develops an accounting system to assure accurate recording of transactions to maintain accounting control of the budget and develops an efficient system of processing payroll and benefit services, purchase orders, requisitions, fixed assets and related purchasing functions in accordance with Public School Accounting procedures. Develops efficient system of receiving, delivering supplies/equipment, and printing. E

Supervises the work of assigned personnel; assists subordinates regarding proper evaluation of objectives and needs. E

Develops and updates accounting records and information as required by the Assistant Superintendent, Administrative Services of the fiscal status of the District; maintains adequate budget control. E

Provides accurate and timely data required for budgeting and other project areas that require financial and statistical data. E

Provides inservice workshops and conferences to assure adequate training of the latest technical developments. E

Provides estimates of costs relative to projects under consideration by the leadership team. E

Provides current information related to accounting procedures and attends County meetings as necessary; assures adequate training for new accounting procedures and works on budget development throughout the year. E

Provides timely and accurate information to various departments through effective record keeping; communicates with the public in person or by telephone. E

Provides on-going internal business systems review to maintain maximum efficiency.

Participates in District inservices, workshops and/or seminars as directed.

Performs projects and related duties as assigned by the Assistant Superintendent, Administrative Services.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a computer and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision, training and providing work direction.
- Principles of accounting, auditing, budgeting, bookkeeping and general financial record keeping.
- Budget preparation and control.

### **Ability to:**

- Read, write, translate and interpret English.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain accurate records and reports.
- Compile and verify data and prepare reports.
- Operate a computer to enter data, maintain records and generate reports.
- Assign and review the work of others.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures including technical and legal material.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Be flexible under the pressure of a heavy workload with frequent interruptions.

## **Training and Experience:**

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in accounting work. Desirable: two years of college or a bachelor's degree; experience in California public education; experience in a supervisory capacity.

## **Skills:**

- Logical understanding and use of accounting based computer programs.
- Proficiency in use of calculator, adding machine and computer.
- Word process 40 words per minute from copy containing a large portion of numerical and tabular data.

## **Other Requirements**

Completion of fingerprinting is required prior to the first day of work.

Condition of Employment: Insurability by the District's liability insurance carrier.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for periods of time. This position requires accurate perceiving of sound; near and far vision; depth perception; mobility to reach and bend; dexterity in working with business machines, materials and objects; and the providing of oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The noise level in the work environment is usually quiet. The position may demand meeting deadlines with severe time constraints.