

UNION SCHOOL DISTRICT
DIRECTOR of FISCAL SERVICES

The Position

Under the direction of the Assistant Superintendent, Business Services, the Director of Fiscal Services, designs, directs and implements the Business Services functions of internal accounting, budgeting, accounts payable, accounts receivable, year-end closing, and data processing. Directs, trains, and coordinates the work of Business Office personnel; directs and monitors the preparation of annual budgets and supervises their implementation; oversees the designation of proper account classifications in accordance with the regulations of the California School Accounting Manual; prepares budget documents, financial statements and various reports; prepares and implements internal audits and works with external auditors; and monitors and examines the various accounting and purchasing functions and recommends changes necessary to improve efficiency and effectiveness.

REPRESENTATIVE DUTIES:

- Leads and coordinates the duties of but not limited to:
 - Accounting Technician – Food Services/Business
 - Accounting Technician – Payable/Receivable
 - Accounting Technician – Payroll/Benefits
- Designs, improves, and implements the District’s financial operations in conformance with District board policy, Federal and State laws, and sound business practices;
- Supervises the District’s revenue and expenditure accounting, proper disbursement of funds, and the preparation and maintenance of income, expenditures, general ledgers and monthly summaries;
- Assists and supports site/department administrators in implementing & monitoring budgets;
- Serves as a resource for local school accounting functions, and assists school organizations (examples: ASB, Home & School Clubs) on financial matters;
- Maintains budget controls and procedures;
- Provides timely financial information including the preparation of required fiscal reports;
- Assists in the preparation of the District budget, interim financial reports as well as multi-year budgets of all funds;
- Balances and closes all accounts at the end of the fiscal year;
- Analyzes financial data and makes recommendations regarding problem areas;
- Organizes and directs district accounting and financial record keeping activities;
- Establishes accounting procedures for property and equipment inventories;
- Updates and maintains the district’s chart of subsidiary and general ledger accounts;
- Plans, and directs the internal auditing program ensuring for instances, the integrity of Student Body Trust Funds. Prepares audit schedules and acts as liaison with external auditors. Provides training to schools and departments on audit findings and internal controls;

- Establishes procedures for obtaining necessary financial data and work with the Business Office staff to see that such procedures are carried out properly for accounts payable, accounts receivable, payroll & benefits and food services;
- Prepares required federal and state financial reports in compliance with applicable federal, state, local and District regulations;
- Prepares the annual closing and re-opening of budget accounts and develops cost analysis reports to assist in the formulation or revision of District policy or programs;
- Coordinates position control efforts with Human Resources to assure the proper interface of personnel and payroll data;
- Plans, organizes and supervises the preparation and control of attendance and enrollment data;
- Supports in monitoring/evaluating district major goals and objectives with emphasis on closing the achievement gap while raising the achievement of all students; and
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Proper account classifications in accordance with the regulations of the California School Accounting Manual;
- Business Information Systems(IS), Integrated Payroll Human Resources IS, and Student IS such as QSS, PowerSchool, CALPADS;
- Principles and practices of management;
- Project Management strategies;
- Effective communication techniques to connect with current and potential business partners in a positive relationship;
- Business math, cost analysis and budgets;
- General principles of supervision, training, and providing work direction to others;
- Appropriate safety precautions and procedures; and
- Teaching and learning as it relates to abilities, techniques, instructional practices, successful staff development practices and integrated technology training.

Ability to:

- Plan, direct, and administer multiple projects of a complex and technical nature;
- Manage the financial support services activities of a multi-site organization;
- Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
- Supervise, train, provide work direction to others, and evaluate personnel;
- Apply new developments and procedures in computer and productivity methodology and technology to solve difficult technical problems in the development of major data processing programs and systems;
- Meet critical deadlines;
- Prepare written reports, policies, regulations, proposals, specifications, schedules, and correspondence;
- Read and understand technical manuals, legal codes, and administrative policies, reports, and directives;
- Formulate and administer a budget;
- Communicate effectively both orally and in writing;
- Establish and maintain effective relationships with those contacted in the course of work;
- Supervise and evaluate assigned staff; and
- Maintain regular attendance.

Qualifications

Required Certification, Education and Experience:

Must have any combination equivalent to: Bachelor’s Degree from an accredited college or university, with a major in accounting or business administration, including courses in advanced accounting, auditing, cost accounting and business law. Other desirable courses include school business administration, school finance, governmental accounting, data processing and economics. Three (3) years of increasingly responsible professional accounting and administrative experience including supervision of other employees; or some equivalent combination of education and experience. A valid California driver's license is required. Demonstrated leadership, organizational and management skills. Appearance, grooming and personality that establishes a professional example.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Director of Fiscal Services is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels.

Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation and or training in English and, possibly, a designated language;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Lift up to 20 or more pounds;

Carry up to 20 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power

of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.