

JOB TITLE: DIRECTOR OF FISCAL SERVICES**BASIC FUNCTION**

Under the general direction of the Assistant Superintendent, Business Services, plan, organize and oversee the District's financial activities; supervise, review and evaluate the performance of assigned personnel; perform the more technical and specialized accounting and financial record management and reporting functions; provide professional assistance and support schools/departments in budget planning and control; and to perform other related functions as required.

ESSENTIAL JOB FUNCTIONS

- Plans, schedules, audits, supervises and participates in the preparation and maintenance of a variety of accounting and financial record management reporting, including general and special ledgers for all District funds and special accounts.
- Assists in the development, management and monitoring of the District Budget, including the formulation of budgetary formulas and the preparation of budget control guidelines and procedures.
- Coordinates vendor payments to ensure that vendors receive payment for products and services on a timely basis.
- Trains, supervises and evaluates the performance of Accounting Unit personnel and assists them in determining alternative solutions concerning unusual and unforeseen problems and situations.
- Develops or assists in the development of improved accounting and financial record management and reporting systems and procedures.
- Assists in the development of mid-term and long-term planning.
- Prepares or coordinates the preparation of materials or posting or inputting into computer-assisted accounting programs.
- Monitors and audits the accounting and financial record management and reporting functions to ensure that established operational procedures and guidelines are followed.
- Performs technical and specialized accounting and financial management and reporting functions.
- Prepares a variety of fiscal reports.
- Counsels, advises and assists school and District personnel regarding matters relating to accounting and financial record management and reporting systems.
- Provides data for specific reports as needed including budget control reports, financial statements, investment, accounts payable and accounts receivable reports, payroll, food service and a variety of other computer-assisted reports and records.
- Maintains and supervises the property control records of fixed assets.
- Prepares or supervises claims for reimbursement from other agencies.
- Performs financial and statistical research studies as required.
- Coordinates the Los Angeles County of Education Human Resource System (HRS).
- Works with local State and Federal agencies.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skills:

- Establish and maintain cooperative working relationships.
- Operate standard office equipment including use of a personal and microcomputer and use of appropriate software.
- Communicate in written form using correct English, grammar, spelling, punctuation and sentence structure.

Knowledge of:

- Principles of organization and management of a large organization including principles, practices and procedures of school district accounting, budget planning, fiscal record management, and data processing systems.
- Principle, practices and technique of effective management, organization, supervision, employee motivation and training.

- Legal mandates, policies and regulations pertaining to educational accounting and fiscal record management, computer-assisted accounting and fiscal record management systems and equipment.
- Los Angeles County Office of Education, Human Resources, payroll and accounting systems.
- School district attendance accounting, construction project accounting, funding processes, including revenue limit and Federal, State and local funding.

Ability to:

- Performs responsible and technical accounting, budget and fiscal planning functions and activities.
- Communicate effectively both in oral and written form.
- Organize, supervise, train and evaluate the work of assigned personnel.
- Plan, organize and schedule work.
- Analyze and make sound recommendations on complex financial data and operations.
- Prepare and present fiscal, financial and narrative reports in a clear and concise manner.
- Review, audit and verify financial statements and related summaries and reports.
- Follow oral and written instructions with minimum accountability controls.
- Interpret laws, rules, and regulations as they relate to the fiscal management of a school district.
- Establish and maintain effective and cooperative working relationships.
- Operate word processing, spreadsheet and database programs to develop reports and communications materials.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical activities this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may occasionally be required to exert up to 40 pounds of force, to carry, push, pull or otherwise move objects.
- This type of work involves sitting for extended periods of time and the manual dexterity to handle items, operate computers and other types of office equipment.

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

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of increasingly responsible fiscal and operational management experience, including accounting, financial analysis, budget planning, preparation and control, as well as the management of fiscal records preferably in an educational agency at least two of which were in a management or supervisory capacity.

Education:

Graduation from an accredited college/university with a Baccalaureate or higher degree, in accounting, economics, business management or educational management supplemented by training and coursework in closely related fields.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Driver's License and evidence of vehicle insurance or insurability.

CONDITIONS OF EMPLOYMENT

- Insurability by the district's liability insurance carrier.