

SENIOR DIRECTOR OF FISCAL SERVICES

DEFINITION

The Senior Director of Fiscal Services, under the direction of the Associate Superintendent, Business Services, is responsible for the preparation of budget estimates and revisions for all District programs/projects; supervises all District accounting functions and activities including Student Body accounting; oversees preparation of all required reports; serves as a member of the District negotiating team; assists in analyzing and administering other business functions, including but not limited, to transportation, maintenance, purchasing, nutrition services and risk management; and is also responsible for coordinating the flow of financial information to District administrators. In addition to providing supervision, training, and evaluation of Fiscal Services staff, the Senior Director acts for the Associate Superintendent, Business Services, in his/her absence, and performs related duties and responsibilities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all aspects of the annual budget development, compilation of data, estimates or Income/expenses, and preliminary and final budgets for Board adoption
- Plans, organizes, and oversees the installation, modification, change, and refinements of the chart of accounts
- Attends conferences, analyzes legal changes, and keeps abreast of new legislation and professional improvements
- Provides technical advice and information to administrators and staff
- Handles special assignments and assists in analyzing other Business Services activities as directed
- Plans internal controls to protect the District
- Plans, organizes, and/or oversees internal audits and works closely with auditors to ensure compliance with state and county guidelines
- Administers the district accounting functions and activities including payroll, accounts payable, student attendance, nutrition service, financial and project reporting, revolving cash, and records management
- Makes assignments to supervised personnel, orients and trains personnel, reviews and checks work flow
- Evaluates and oversees the evaluation of Fiscal Services staff
- Approves transfers among accounts, checks receivables, abatements, payables and Adjustments, and prepares explanatory documents and instructions
- Prepares the Year Round Operational Grant and any other grants for the purpose of school facilities, and the adherence to requirements within the scope of the grant
- Attends city, county, state, District Board meetings, and hearings concerning fiscal services and related subjects
- Prior experience in responsible fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management responsibilities
- Extensive training in accounting, business management or economics; as it relates to the position
- Ability to develop and maintain excellent working relationships with District staff, consultants, public agencies, and legislators; effectively supervise technical and clerical staff members; effectively and efficiently assists in the planning, management, and direction of the District fiscal operation and activities

QUALIFICATIONS

Knowledge of:

- Fiscal and operational management, including financial analysis, budget planning and preparation, and responsible management duties.
- Laws and regulations relating to the financial administration of public school districts.
- Internal controls and audit principles and practices.
- Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.

Ability to:

- Ability to work with a variety of computer platforms and district and county systems.
- Plan, organize, manage and integrate the District's finance and accounting activities and operations to meet District objectives, professional standards and legal requirements.
- Evaluate financial programs, procedures and controls and implement recommendations for improvements.
- Understand, interpret, explain and apply District policies and state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.
- Develop and maintain excellent working relationships with District staff, consultants, public agencies, and legislators.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time: will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

EXPERIENCE AND EDUCATION

Experience: Five years of increasingly responsible accounting and/or auditing experience, including three years in a supervisory capacity in a governmental or school district setting.

Education: A Bachelor's or Master's Degree in accounting or a related field, from an accredited college or university, is required.

License Requirement: Possession of a valid California Motor Vehicle Operator's License

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