

DIRECTOR OF FISCAL SERVICES

Definition

Under supervision of the Deputy Superintendent of Business Services, plans, organizes and supervises the District accounting operations. Establish adequate procedures and controls for the efficient operation and fiduciary responsibility of the department. Performs the more difficult professional accounting/financial work in the analysis, maintenance and auditing of records required for financial and management reporting.

Examples of Duties

1. Plan, organize and supervise the activities of the accounting department, including payroll, accounts payable, ledgers, journals, encumbrances, financial reports, accounts receivable, federal, state and special fund accounting, fringe benefit record keeping, and cash flow.
2. Direct and participate in financial analysis, systems development activities, and prepare financial and administrative reports as required.
3. Develop, install, and maintain accounting systems which provide for the control of District expenditures.
4. Reviews work of staff for accuracy and completeness.
5. Resolve work problems encountered by accounting staff members.
6. Initiate, review and approve adjustments to budget records and journals.
7. Monitor and project cash flow.
8. Audit petty cash, revolving fund accounts, student body funds, a wide variety of records/reports in preparation for Board approval.
9. Reconcile budgetary reports, general ledger totals, cash accounts to fund balances, bank deposits to cash journals, cash receipts, and bank account balances.
10. Input a wide variety of data and transactions to accounting/budgetary systems.
11. Analyze and reconcile discrepancies in revenue and expenditures.
12. Prepare a variety of worksheets, bulletins and written procedures.
13. Assist auditors in conducting audits.
14. Compose correspondence and perform related work as assigned from time to time.

Qualifications

Knowledge of:

1. General and governmental accounting and budgeting principles and procedures.
2. Electronic data processing and possess personal computer experience applicable to financial record keeping.
3. Internal auditing and financial control experience.
4. Banking practices and procedural experience.
5. General knowledge of applicable laws, policies and regulations in regard to school accounting practice.
6. General knowledge of supervision and training principles.

Ability to:

1. Supervise, assign, review, monitor and evaluate the work of assigned staff.
2. Understand and apply policies, procedures, legislation and accounting principles.
3. Develop effective and efficient accounting systems and procedures.
4. Develop in-service training programs for departmental staff.
5. Operate a computer terminal.
6. Operate a vehicle using a valid California driver's license.
7. Perform complex professional accounting and reporting procedures.
8. Perform difficult financial analysis.
9. Analyze accounting operations and recommend changes in operations and/or procedures.
10. Establish and maintain effective working relationships with those contracted in the course of performing required duties.

Education: Bachelor's Degree in Accounting preferred.

Experience: Three years successful work experience in a public schools business office environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or

move up to 50 pounds. The employee must be able to push items of 50 pounds, such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 2/18/92; 7/16/01