

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Assistant Superintendent of Business Services, performs a wide variety of fiscal complex functions related to research and analysis of the district-wide financial operations. Directs, plans, and organizes the activities of the fiscal services that include but not limited to Accounts Receivable, Accounts Payable, Budgeting, Accounting, Payroll, Internal Controls, Associated Student Body, Attendance and Cost Accounting. Director will supervise and evaluate the Business personnel under their area of responsibility.

**STATEMENT OF TYPICAL DUTIES:**

- a. Assists the Assistant Superintendent of Business Services in all phases of fiscal functions with emphasis in the area of accounting, budgeting and control to maintain district's fiscal solvency. E
- b. Performs financial and statistical research or analysis to assist the administration and the Board of Education in the formulation of policies and planning of new or revised programs. E
- c. Plans, develops, and implements improved budgeting, accounting, and internal control policies and procedures and prepares the related manuals. E
- d. Directs and participates in the development of the district-wide budget for adoption and the preparation of the subsequent budget revisions. E
- e. Forecasts the district's factors and computes the District's Revenue Limit. E
- f. Oversees and participates in the preparation of the interim reporting and prepares the related narrative and statistical reports to the Board of Education. E
- g. Prepares the multi-year projection associated with the financial reporting required by the government agencies. E
- h. Supervises and participates the year-end closing process and preparation of the annual financial statements. E
- i. Reviews and analyzes the financial statements and audits as required. E
- j. Analyzes and resolves issues related to the supervised activities.
- k. Researches and keeps abreast of governmental rules and regulations applicable to fiscal activities; attends and conducts necessary meetings. E
- l. Ensures the overall fiscal functions are being conducted in compliance with the governmental laws and regulations, within the generally accepted accounting principles, and following the district guidelines and policies. E
- m. Assumes responsibility for special assignments as directed by the Assistant Superintendent, Business Services. E
- n. Communicates positively and effectively with other administrators, district personnel and outside consultants/contractors to coordinate activities and programs, to resolve issues and conflicts by finding alternative solutions to the problems and to exchange information; answers questions and provides information on complex accounting questions. E
- o. Reviews and analyzes the district sponsored charter school's budget, periodic and annual financial statements. E
- p. Directs and participates in the selection, training, utilization and evaluation of the fiscal department personnel. Recommends transfer, re-assignment, disciplinary action and termination of the assigned staff; E
- q. Trains and/or plans and coordinates for the appropriate training of the subordinates. E
- r. Ensures the Mandated Costs are claimed and submitted in a timely manner. E
- s. Performs other related duties and assumes responsibilities as assigned by the proper authorities.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Directing, planning, organizing the Fiscal Services
- Principles and methods of modern public and business administration management
- Generally accepted auditing standards
- Federal, State, and local laws and regulations applicable to school/governmental accounting
- Procedures and techniques of school budget preparation and control
- Accounting theory, and generally accepted accounting principles and practices

- Financial analysis and research procedures
- Principles and standard practices of cash management
- Comprehensive financial reporting
- Current budgeting and accounting software and tools
- Interpersonal skills using tact, patience and courtesy
- Modern office procedures, methods, and computer equipment

Ability to:

- Direct, supervise, plan, organize the activities of the fiscal services
- Analyze and interpret financial reports
- Forecast factors use in budgeting
- Analyze and resolve issues related to the area of responsibility
- Ensures the accuracy of financial documents and reports
- Organize, direct and implement a comprehensive accounting system
- Provide expertise and training to lower-level accounting personnel
- Learn and implement new computer software program
- Prepare and administer budgets and control
- Program accounting systems using the modern software tools.
- Interpret and apply governmental law and regulations relating to fiscal functions
- Apply generally accepted accounting principles
- Analyze, interpret, and evaluate accounting and budgeting problems
- Organize, direct and implement a comprehensive accounting program
- Operate personal computers to utilize financial software
- Communicate clearly and concisely, both verbal and in writing
- Demonstrates flexibility and respond to changing requirements and job assignments
- Establish and maintain cooperative and working relationship with all the contacts at work

**REQUIREMENTS:**

<b>WORK YEAR:</b>	Classified Management Work Year
<b>EDUCATION:</b>	Equivalent to Bachelor’s degree from an accredited college or university with major course in accounting, finance or related field.
<b>EXPERIENCE:</b>	Five years of increasingly responsible experience in budgeting and accounting, including at least three years in a supervisory capacity, preferably in a school district.
<b>SALARY:</b>	Classified Management Salary Schedule
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance
<b>PHYSICAL CHARACTERISTICS:</b>	Must be able to bend, stoop, reach, lift, stand or sit for prolonged periods. Have dexterity of hands and fingers to operate office equipment. Speak clearly and hear well to communicate effectively. See fine print to read a variety of materials
<b>LICENSES &amp; OTHER REQUIREMENTS:</b>	Possession of valid California drivers’ license and proof of insurability.

**NOTE:**

*This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that the position performs all of the duties listed, nor does it necessary list all possible duties that may be assigned.*