

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DIRECTOR, FISCAL SERVICES

BASIC FUNCTION:

Under the direction of Assistant Superintendent, Business Services, plans, organizes, controls and directs the District's financial services related activities including preparation and monitoring of the District budget and accounting; prepares financial and budget reports required by the State, administration, federal agencies and the Board; provides administrative and technical assistance to the Assistant Superintendent of Business; trains, supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyzes a variety of financial information including operations, plans, budget variances, accounts payable, accounts receivable, capital assets; identifies potential budget variances; researches financial topics and related legal issues; performs research; compiles financial and statistical data.

Communicates with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consults with other departments to enhance budget control and forecasting capabilities.

Develops and prepares the annual preliminary budget for the Fiscal Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; assists in developing financial forecasts.

Directs the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, administration, federal agencies and the Board.

Implements accounting procedures to assure maintenance of accurate records and internal controls throughout the District and compliance with applicable regulatory requirements.

Monitors budget allocations, expenditures, fund balances and related financial activities; assures allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed; approves budget transfers and journal entries.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develops, implements and monitors accounting systems for a variety of financial functions; coordinates required audits; assures compliance with State Education Code budget and accounting requirements.

Plans, organizes, controls and directs budget and accounting related activities; develops and implements budget guidelines, timelines, policies and procedures; analyzes and reviews budgetary and financial data; develops intermediate and long-range income and expenditure projections; monitors, controls and authorizes expenditures in accordance with established limitations.

Provides technical expertise, information and assistance to the administrator regarding assigned budgets, accounting and related programs; assists in the formulation and development of policies, procedures and programs; advises the administrator of unusual trends or problems and recommends appropriate corrective action.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

Attends and conducts a variety of meetings; serves as a District representative on committees.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting, budget, auditing and business principles, practices and procedures.

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

Budget administration, preparation and control.

California Education Code relative to school accounting, finance and administration.

Financial analysis and projection techniques.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Payroll procedures and practices related to staff compensation, health and welfare benefits administration, worker's compensation and risk management.

Planning, organization and implementation of assigned budgets.

Principles and practices of administration, supervision and training.

ABILITY TO:

Analyze financial data and prepare forecasts and recommendations.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Direct the maintenance of a variety of reports and files related to assigned activities.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain confidentiality.

Meet schedules and timelines.

Operate a computer and assigned office equipment.

Perform accounting procedures and functions.

Perform arithmetic calculations quickly and accurately.

Plan and organize work.

Plan, organize, control and direct budget and accounting related activities.

Prepare financial and budget reports required by the State, administration, federal agencies and the Board.

Supervise the performance of assigned personnel.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance, economics, business administration or a related field and five years of increasingly responsible experience in the administration of budgets or accounting functions including three years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.

Driving a vehicle to conduct work.

Indoor Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

HAZARDS:

Traffic hazards.

FLSA Status

Exempt

Approval Date

3/01/08, 9/28/17