



## **CLASS TITLE: DIRECTOR OF FISCAL SERVICES**

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### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, the Director of Fiscal Services plans, organizes controls and directs the fiscal services functions of the District, including accounting, budgeting, payroll and financial record keeping. This position performs professional and technical accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records; provide administrative support in the review, analysis and development of designated budgets and accounts; prepare and audit a variety of financial, statistical, and budgetary reports, statements and records. Plans, directs and assists with the preparation of the District budget, financial forecasts and financial statements and reports; train, supervise and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide technical expertise, information, and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs. Perform professional and technical accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records; assure financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies and procedures.

Provide administrative support in the review, analysis and development of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.

Prepare and audit a variety of financial, statistical, and budgetary reports, statements and records related to income, expenditures, reconciliations, budgets and assigned accounting functions; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting; assure financial statements and cash amounts match organizational records as assigned; initiate account transfers, wire transfers and other transactions as needed.

Administers the District's financial program within State and County legal requirements and budget limitations; assures timely and accurate financial reporting; assures proper internal controls, audit trails and records maintenance.

Provide consultation to administrators, consultants and personnel concerning assigned accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, practices, laws, codes, regulations, policies and procedures.

Review payroll with payroll personnel; verify and provide appropriate account numbers on timesheets submitted.



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Input a wide variety of financial and statistical data into an assigned accounting and budget control system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; assure accuracy of input and output data.

Calculate, research, and project information necessary for preparation of the District's annual budget, including short and long term projections of revenue and expenditures.

Performs a variety of special accounting projects in support of assigned functions as required; research, compile, assemble and analyze a variety of financial, statistical, and budgetary information; participate in the investigation and resolution of financial issues, errors and discrepancies.

Prepare, review, and evaluate various financial documents and correspondence as assigned; assure mandated reports are completed and submitted to appropriate agency or personnel according to established timelines.

Assure contracts are processed according to established procedures; create files for vendors and maintain original contracts; prepare requisitions for contracts initiated at the District level.

Communicate with personnel and a variety of outside organizations to exchange information, coordinate activities, and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned accounting functions.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Attend and participate in various meetings, committees, and in-services as assigned.

Close current year financials; balance and review budgets and expenditures; create accounts receivable, accounts payable, deferred revenue, due to/from entries, move expenditures-journal entries, adjust budget and budget entries, and conduct related year-end activities; oversee and coordinate the annual independent audit.

Performs other duties as assigned.

### **OTHER DUTIES:**

Train and provide work direction and guidance to assigned personnel as directed, review work for accuracy, completeness, and compliance with established requirements.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles and practices of management and supervision.

Methods, procedures, and terminology used in professional accounting work.

General accounting and business functions of an educational organization.



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Generally Accepted Accounting Principles.  
Payroll policies and procedures.  
Analysis of complex financial statements and reports.  
Financial and statistical record-keeping techniques.  
Preparation of financial statements and comprehensive accounting reports.  
Preparation, review, and control of assigned accounts.  
Budgeting practices regarding monitoring and control.  
Financial analysis and projection techniques.  
Research and statistical evaluation techniques.  
Applicable laws, codes, regulations, policies, and procedures.  
Technical aspects of field of specialty.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.

### **ABILITY TO:**

Plan, organize and oversee the accounting activities and District budget.  
Perform professional and technical accounting and budgetary work involved in establishing, analyzing, auditing, reconciling, and maintaining financial records.  
Provide administrative support in the review, analysis and development of designated budgets and accounts.  
Assign and review the work of others.  
Prepare and audit a variety of financial, statistical, and budgetary reports, statements, and records.  
Compare numbers and detect errors efficiently.  
Prepare and analyze comprehensive accounting reports.  
Train, supervise and evaluate personnel.  
Reconcile, balance and audit assigned accounts and budgets.  
Provide consultation concerning assigned accounting and budgetary activities and related functions.  
Reconcile various fiscal statements to assure accurate fund accounting as assigned.  
Communicate effectively both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Add, subtract, multiply and divide quickly and accurately.  
Maintain accurate financial and statistical records.  
Analyze financial data and prepare reports, forecasts, and recommendations.  
Meet schedules and timelines.  
Operate standard office equipment including a computer and assigned software.  
Determine appropriate course of action within clearly defined guidelines.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to bachelor's degree in accounting, business/public administration or related field and three years of professional accounting or related experience performing varied financial analysis, record-keeping and report preparation duties.



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### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Ability to work in direct contact with the public, employees, and other stakeholders, occasionally in difficult interpersonal situations.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Ability to work with tight deadlines without guidance from supervisor.