

BUCKEYE UNION SCHOOL DISTRICT
Position (Job) Description

TITLE:	Director of Fiscal Services	REPORTS TO:	Chief Business Official
DIVISION:	District Office	CLASSIFICATION:	Classified Management
DEPARTMENT:	Business	WORK YEAR:	260 Days
BOARD APPROVAL:	5/16/07	SALARY RANGE:	Classified Management Salary Placement Based on Experience

BASIC FUNCTION:

Under the direction of the Chief Business Official plan, organize and control the district-wide budget, program budgets and accounting activities; direct budget and accounting related activities; prepare financial and budget reports required by the State, administration, federal agencies and the Board of Trustees; train and supervise the performance of assigned personnel. Implement the District Goals and Objectives.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *(other duties as assigned)*

- Direct, supervise, plan and manage assigned functions relating to fiscal management, control and analysis.
- Develop, control and monitor the budgets and accounts of the District.
- Direct, supervise and coordinate District fiscal/accounting records and transactions related to audit, accounts payable, accounts receivable, budget, payroll, purchasing, attendance and building projects.
- Direct and assist in preparation and review of narrative and financial reports, records and files related to Fiscal Services.
- Direct and control Fiscal Service tasks including: effective flow of work, establish priorities, provide professional growth to assigned personnel and make personnel assignments.
- Verify, approve and authorize financial transactions and budget/cash transfers.
- Verify and approve records related to financial accounting, accounts payable, accounts receivable, payroll, student attendance accounting and student body accounts.
- Develop, coordinate and prepare financial reports and budgets required by the District, County, State and Federal Government agencies.
- Analyze and review District budgetary and financial data to insure accuracy, standards and appropriateness.
- Coordinate year-end closing processes to insure transactions are properly and accurately recorded and reported.
- Identify, analyze, project and monitor all revenue sources, Local, County, State and Federal, ensuring the District receives all available revenues.
- Identify, analyze, project and monitor expenditures to ensure the District expends and accounts for funds in accordance with Local, County, State and Federal requirements.
- Supervise and evaluate the performance of assigned personnel.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Director of Fiscal Services (cont)

KNOWLEDGE AND ABILITIES:

Knowledge of:

Accounting and auditing principles, practices and procedures as required by California public schools and accounting standards;
Budget control and revenue projections;
Collective bargaining agreements;
Financial analysis and projection techniques, and financial reporting procedures;
Applicable laws, codes, regulations, policies and procedures;
Budget preparation and control;
All areas of California school business and accounting practices and procedures.
PC based application software to include spreadsheets, word processing, database management and presentation packages.

Ability to:

Use applicable sections of State Education Code and other laws;
Develop, control and monitor District budgets;
Direct and manage assigned functions relating to fiscal management, control and analysis;
Meet schedules and timelines;
Operate and use district business systems and equipment;
Communicate effectively both orally and in writing;
Maintain effective working relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

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 noise level in the work environment is usually moderate.

Physical Abilities: *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 will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee must have the ability to visit various buildings in the district. Specific vision abilities required by this job include close vision, distance vision and depth perception.

ENTRANCE QUALIFICATIONS:

1. A BA degree with a major in accounting, business administration or closely related field, or the equivalent of any combination of experience and required knowledge and abilities.
2. A minimum of five years experience in accounting and budgeting.

CERTIFICATES, LICENSES, REGISTRATION:

A valid California Driver's license
TB test clearance
California Department of Justice fingerprint clearance