



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control and direct a variety of fiscal services which include finance, budget, accounting, payroll, benefits, district attendance and related activities; prepare financial, budget and other reports required by the State, County, administration, federal agencies and the Board; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct a variety of fiscal services, which include finance, budget, accounting, payroll, benefits, district attendance and related activities; develop and implement budget guidelines, time lines, policies and procedures; analyze and review budgetary and financial data; develop intermediate and long-range income and expenditure projections; monitor, control and authorize expenditures in accordance with established limitations.

Compile financial and statistical data; develop and implement student attendance accounting systems for the collection and reporting of data required for attendance reporting; prepare related reports and submit to local, State, federal and other funding agencies.

Analyze attendance trends; review and analyze staff ratios for staffing projections and budget development; position control and internal controls to protect District assets.

Review proposed personnel actions for budgetary effects and legal and contractual compliance; participate in certificated and classified negotiations teams.

Direct the calculation and payment of payroll, tracking of employee attendance and benefit payments; review IRS and State tax laws affecting the application of payroll.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develop, implement and monitor accounting systems for a variety of financial functions; assure compliance with State Education Code budget and accounting requirements; coordinate required audits.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

Direct, control and monitor appropriate work flow, financial system procedures, staff development, priorities and work assignments.

Perform research and direct the preparation and maintenance of a variety of financial and statistical reports which includes historical trends and multi-year projections, records and files related to assigned activities and required by the State, administration, federal agencies and the Board.

Provide technical expertise, information and assistance to administrators regarding assigned budgets, accounting, payroll, benefits, district attendance and related programs; assist in the formulation and development of policies, procedures and programs to assure an economical and efficient work environment; advise administrators of unusual trends or problems and recommend appropriate corrective action.

Prepare regular executive management reports summarizing the District's overall financial position and status of specific areas of income, expenses and cash flow.

Provide technical expertise in the planning, development and implementation of a comprehensive financial management system.

Communicate with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with other departments to enhance budget control and forecasting capabilities. Design and implement a business services training program designed to educate employees on the functions and responsibilities of the finance divisions.

Close the books each fiscal year in accordance with CSAM and GAAP and coordinate efforts for the external fiscal audit.

Operate with fluency a variety of technology devices, programs, and applications; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and implementation of assigned budgets.

Budget administration, preparation and control.

Financial analysis and projection techniques.

Generally accepted accounting and auditing principles (GAAP), California State Accounting and Standardized Account Code Structure (SACS).

Accounting, payroll, benefits, district attendance, budget and business functions, practices and procedures.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a variety of technology devices, programs, and applications.

ABILITY TO:

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

Supervise the performance of assigned personnel.

Prepare financial, budget, attendance, payroll and benefits reports required by the State, administration, federal and local agencies and the Board.

Analyze financial data and prepare forecasts and recommendations.

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.

Operate fluently a variety of technology devices, programs and applications.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of budgets or accounting, preferably in a school district or municipal agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a variety of technology devices.

Seeing to read a variety of materials.