



## ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

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### DIRECTOR III – FISCAL SERVICES

(Classified Salary Range 14 plus benefits)

#### DEFINITION:

Under the direction of the ~~Chief Business Officer, Assistant Superintendent,~~ the Director III - Fiscal Services ~~leads, organizes, administers, supervises, and manages plans the school district's District fiscal services functions. Areas of leadership include:~~ budgeting, accounting & financial reporting, payroll, accounts payable, accounts receivable, student attendance & ASB accounting, position control, and other areas ~~financial record keeping as assigned; controls manage the financial & reporting functions in compliance with Federal and State laws; as well as local policies and procedures; conducts accounting analysis and prepares financial statements; conducts audits of school district District funds and accounts; assigns and supervises work of the fiscal services team accounting and payroll staff; supervise the conduct of conducts and manages special studies, fiscal analysis, budget preparation, problem-solving, and performs related duties as required and assigned. , and does other work as required.~~

**WORK YEAR:** 12 months (Up to 22 Vacation Days)

#### EXAMPLES OF DUTIES/RESPONSIBILITIES:

*The duties listed below are intended to describe various types of leadership roles work that may be performed. The omission of specific statements of duties does not exclude them from related or other assignments given to the position. if the work is similar, related, or a logical assignment to the position.*

- ~~Leads, plans, organizes, assigns, and reviews Plans, organizes and directs the work of the Fiscal Services Department Team~~
- ~~Acts as an advisor to district management, site, & department personnel regarding budget, accounting, & compliance requirements~~
- ~~Establishes, maintains, evaluates, and recommends revision of accounting and budget control processes records, including the supervision of payroll record keeping and preparation and proper disbursement of funds.~~
- ~~Formulates the annual budget under the direction of the Chief Business Officer Assistant Superintendent, Business Services~~
- ~~Supervises and completes financial or statistical research on analytical studies to assist the administration in the formulation of new policies and planning of new or revised programs~~
- ~~Supervises the technical and clerical personnel of the Fiscal Services Department~~
- ~~Reviews the efficiency of all new accounting, reporting, and budgeting procedures; proposes changes and new procedures or strategies when appropriate~~
- ~~Establishes, maintains, evaluates, and supervises the recording of balances on all appropriations~~
- ~~Oversees Supervises the preparation of all reports~~
- ~~Prepares Renders financial statements and reports accurately and on time~~

- Serve on committees to support the overall objectives of the district and the Business Services Department
- Attends relevant ~~district~~ District and professional meetings as required.
- Performs other duties as assigned to that support the overall ~~leadership goals of the~~ objective of the position and the Business Services Department
- ~~Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.~~
- ~~Supervises all account operations.~~
- ~~Administers a budget control for the District.~~

### MINIMUM QUALIFICATIONS:

The position requires the following:

#### Knowledge of:

- Leadership, supervision, administration, organizational planning, and analysis techniques
- California Education Code and Standardized Account Code Structure (SACS)
- School district auditing and accounting ~~principles~~ principals and procedures
- School district legal and administrative ~~principles~~ principals and procedures
- Budgeting practices and procedures
- Accounting procedures and requirements of Federal and State-funded programs
- Microsoft Office products; Excel, Word, PowerPoint, Outlook, etc.
- Financial and budgeting systems & software
- ~~State aid building perform accounting requirements and procedures. Accounting procedures and requirements of Federally and State-funded school district programs.~~
- ~~Good personnel practices.~~
- ~~Modern office practices, particularly as they apply to financial and data processing functions.~~

#### Ability to:

- ~~Lead and train~~ Train staff;
- Establish and maintain effective working relationships;
- ~~Lead, direct,~~ Direct and coordinate diversified activities with all levels of management;
- Analyze administrative and financial systems and ~~practices~~ to identify potential problems and prepare recommendations for ~~changes; identified problems;~~
- Evaluate procedures and problems/issues and develop and implement improvements; analyze and interpret applicable laws, regulations, rules, policies, financial data, and other documents;
- Analyze complex data and develop sound findings, conclusions, and recommendations; develop and prepare procedures and standards for the performance of audits;
- Apply theories and techniques of ~~budgeting~~, accounting, and ~~basic~~ auditing principles;
- Prepare work plans, schedules, and reports to meet timelines;
- ~~Prepare clear, accurate, comprehensive, and on-time oral and written reports~~
- Work independently and exercise good judgment;
- Communicate effectively, both orally and in writing;
- Use ~~office equipment, computers, a computer~~ and a variety of software.
- ~~Prepare concise narrative reports;~~
- ~~Exercise good judgment;~~

### **Education & Experience:**

- Bachelor's degree from an accredited college/university in business administration, accounting, or a closely related field is required.
- ~~Four~~ ~~Three~~ years of increasingly responsible professional or administrative accounting experience, providing familiarity with governmental accounting principles and procedures.
- ~~Two years of leadership or supervisory experience is required.~~
- A master's degree, ~~Certified Internal Auditor~~ or Certified Public Accountant is desirable.

### **Other:**

- Must possess a valid California Driver's License. Must be insurable at standard rates and maintain such insurability during the course of employment.

## **WORKING CONDITIONS**

### **Environment:**

- Office and outside work setting
- Subject to frequent interruptions and daily contact with ~~district~~ District staff and the public
- Occasional driving to various sites, training facilities, ~~and~~ and/or other locations as needed
- May travel to other cities/states for recruitment or ~~professional development training~~ purposes

### **Physical Abilities:**

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard ~~and office equipment~~
- Sitting, walking, and standing for extended periods ~~of time~~
- Occasional carrying, pushing, pulling, or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders, and horizontally
- Mobility

### **Hazards:**

- Some exposure to toxic materials
- Working with and around office equipment having moving parts
- Occasional contact with ~~concerned or troubled~~ distraught students, parents, and members of the public