



ALVORD UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

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