

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title: **Director Fiscal Services**
Department: Business Services
Reports to: Associate Supt, Business Services
Salary Schedule: Classified Management Grade 4
Calendar: 225 Days

SUMMARY:

Under the direction of the Associate Superintendent of Business Services, the Director of Fiscal, plans and supervises the school system accounting and financial record-keeping activities, to include establishing and revising accounting procedures and controls, conduct accounting analysis, prepare financial reports and statements, assist in budget preparation. The Director also administers, supervises and coordinates business services functions for the District, including budget control, accounts payable, accounts receivable, purchasing, accounting, payroll and associated student body.

Performs professional accounting and budgeting work of above average difficulty.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assist in preparation of the general fund final budget income for the next fiscal year.
2. Prepare the state financial and budget reports.
3. Oversee the preparation of annual report of accounts receivable, liabilities, summary of district tax requirements and excess tax schedules.
4. Prepare a variety of other financial and statistical reports.
5. Maintain cash control records of general fund, building fund, child development fund, special reserve fund and state school building fund, including recording all income to these funds.
6. Work closely with independent, federal or state auditors
7. Assist in the selection, supervision and evaluation of business services staff.
8. Serve as advisor and resource person on any accounting problems.
9. Assure that all functions are consistent with state and federal regulations.
10. Stay current with applicable laws, regulations, policies and programs and develop appropriate procedures to meet their requirements.
11. Maintain cumulative and other records pertinent to the operation of the District.
12. Prepare and deliver oral and written reports, recommendations and presentations to the Board, committees and others as needed.
13. In consultation with the Associate Superintendent, direct, coordinate, and analyze the work plan for the Business Department's services and programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; analyze and evaluate work products, methods and procedures
14. Design, facilitate and conduct in-service training programs for internal department

- office staff and for district staff in business related areas
15. Develop bulletins, memoranda, reports and other communications regarding state reporting system development changes and other areas of assigned responsibilities
 16. Plan, organize, control and direct operations and activities of the Business Services Department; oversee and participate in finance activities including developing fiscal policies for the District, certifying State and federal reports, providing information and assistance to District personnel, and other activities as required; assure operations comply with established laws, rules and regulations
 17. Oversee the purchasing operations of the District; authorize the disbursement of District funds in accordance with established statutory restrictions, District policies, good business practices and the availability of funds
 18. Assist the Associate Superintendent in the development of functional requirements for financial, position control and payroll systems, and assure the coordination and integration of data between the various systems
 19. Assist the Associate Superintendent in the administration of AB1200 in accordance with current legislation; serve as liaison between the district, the County Office, and the Department of Education for various fiscal reporting, apportionments, and other data related information; oversee, monitor and participate in the analysis of the Districts fiscal status including cash flow, fund balances, budget administration, expenditure control, ADA, income projections, and expenditure projections; in the area of budget development including fund accounting and report preparation
 20. Attend management meetings, conferences and workshops as required.
 21. Perform other related duties as may be assigned by the Associate Superintendent of Business Services.

MINIMUM QUALIFICATIONS

1. Any combination of education and experience equivalent to a bachelor's degree or higher with a major in accounting or business administration.
2. Progressively responsible professional accounting experience in a government agency or large corporation.
3. Possession of a valid Class C California driver's license (as appropriate to the assignment)

KNOWLEDGE OF:

1. Technology and computer software applications relative to accounting and administration.
2. Federal, State and local laws relating to California school budgeting, accounting and reporting
3. AB 1200 concepts and review techniques
4. Financial and statistical record-keeping techniques
5. Legal issues related to areas of responsibility
6. Research methodologies applicable to the analysis of finances and policies
7. Principles of administration, supervision, and training
8. CPA concepts, principles and techniques of budget development and administration, accounting and financial administration, and reporting

ABILITY TO:

1. Analyze and interpret fiscal and accounting records to prepare accurate and complete financial statements and reports.
2. Learn and interpret specific school district budget, accounting and business procedures, policies and regulations.
3. Maintain effective accounting records and controls.
4. Train and supervise subordinates.
5. Establish and maintain cooperative relationships with program personnel, vendors, co-workers and the public.
6. Communicate effectively in the English Language both orally and in writing.
7. Meet schedules and timelines.
8. Work independently with appropriate direction.
9. Analyze situations accurately and adopt an effective course of action.
10. Learn and use technology and computer software applications as appropriate to the work environment.
11. Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
12. Understand, interpret and apply laws, rules and regulations as they apply to the District Operations
13. Accept and carry out responsibility for direction, control and planning
14. Oversee and perform complex professional accounting and budgeting work
15. Analyze, interpret, and prepare financial statements, forecasts, and reports
16. Develop, prepare, and monitor budgets
17. Direct the development and maintenance of a variety of reports and files related to assigned activities
18. Supervise, train, evaluate and motivate staff in a way that optimizes service
19. Develop and coordinate effective training programs and conduct training programs in business related areas
20. Possess a California driver's license and be insurable.

EDUCATION AND EXPERIENCE:

1. Any combination of education and experience equivalent to a bachelor's degree or higher with a major in accounting or business administration.
2. Three years of increasingly responsible professional accounting experience in a fiscal department in K-12 Education system or another governmental agency or large corporation.

PHYSICAL REQUIREMENTS:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
2. Mental acuity to perform the essential duties of the job
3. Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy
4. Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
6. Speaking ability in an understandable voice with sufficient volume to be heard

- in normal conversational distances on the telephone and addressing groups
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead
 8. Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations
 9. Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
 10. Typically, indoors work environment

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: 2/12/2007

Board Approved Revised: 2/24/2022