



# Irvine Unified School District

## ASSISTANT DIRECTOR

### FISCAL SERVICES

#### DEFINITION

Under the direction of the Director of Fiscal Services, plan, organize, direct, manage and evaluate District accounting, budgeting and payroll activities; manage and direct fiscal year-end closing process; establish and revise accounting and payroll processes and procedures; conduct accounting and budget analysis; and provide complex staff assistance to the Director of Fiscal Services and site/program managers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plan, organize and direct the work of the fiscal services department including accounting, budgeting and payroll functions.
- Manage, train and audit work of subordinates in all budget and financial subsystem applications and ensure that established operational procedures and Local, State and Federal laws are followed.
- Prepare, plan and manage fiscal year-end closing process to assure validity and accuracy of the District's financial data for subsequent preparation of District financial statements.
- Coordinate and implement GASB34 accounting requirements, new fixed asset sub-system and assist Director of Fiscal Services in preparing Government-Wide consolidated financial statements.
- Direct and oversee regular reconciliation of all District funds, including all balance sheet and income statement accounts.
- Design and conduct audits of District funds and accounts, prepare year-end financial data for annual audit, prepare audit schedules and act as liaison with external auditors. Provide training to schools and departments on audit findings and internal controls. Provide centralized reconciliation and reporting of student body fund accounting for school sites and external auditors.
- Oversee and review all funds received and deposited in the Orange County Treasury.
- Prepare financial/budget analysis and reports as required or requested.
- Coordinate the fiscal management and financial accountability of categorical programs by managing and directing staff in budgeting for grants/entitlements and verifying accuracy of financial data. Direct staff in coordinated effort with program directors to prepare accurate financial reports to Local, State and Federal Grantors.
- Assist Director of Fiscal Services in preparation of District annual and interim budgets, including data for projections of income and expenditures by programs and funds. Consult and coordinate with site/program administrators on their allocation budgets on a regular basis.
- Ensure that all tax reports, retirement reports and other reports required by Local, State or Federal agencies are prepared and submitted in a timely fashion.
- Recommend appointment of personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline procedures, recommend employee terminations.

- Advise administrators, school site staff and District staff regarding various fiscal policies and procedures, financial/budget system utilization, and other financial and budget related issues on a regular basis.
- Direct, oversee and participate in the development of the office work plan, assign work activities, projects and programs, monitor work flow, develop and implement policies and procedures, review and evaluate systems, methods and procedures.
- Recommend goals and objectives, monitor and review existing and proposed legislation related to school finance. Analyze and implement new California Department of Education (CDE) Standardized Account Code Structure (SACS) changes effecting school administration.
- In the absence of the Director of Fiscal Services, has responsibility for coordination and general direction of other Business Division operations (as may be assigned).
- Evaluate department services to determine efficiency and effectiveness in meeting goals and objectives.
- Attend conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District.

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Principles and practices of accounting, payroll, budgeting and financial management.
- Auditing and fixed asset control procedures.
- Principles and practices of management, administration, supervision and training.
- Financial and budget analysis and research procedures.
- Legal and procedural requirements in public school district financial work including California State Accounting Manual and program accounting.
- Automated computer systems, databases for business applications.

### **Ability to:**

- Manage accounting, payroll and budgeting functions.
- Prepare clear and concise financial/budget reports and statements.
- Perform complex financial analysis and research.
- Manage, supervise and train employees in accounting, budgeting and payroll operations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.
- Communicate effectively in written and oral form.

### **Experience:**

Four years of increasingly responsible professional accounting experience, including two years of management and supervisory experience.

### **Education:**

Bachelor's degree from an accredited college or university with major course work in business, finance, accounting or closely related field **or** any combination of professional training or experience equivalent to four years in financial analysis, or in fields directly related to position requirements.

### **PHYSICAL DEMANDS:**

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 is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **WORK 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.

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This page was last modified 03/22/2005