

DIRECTOR V

FISCAL SUPPORT SERVICES

DEFINITION

Under general direction of the Assistant Superintendent of Business Services, the Director of Fiscal Support Services provides dynamic, responsive, and forward thinking vision in fiscal services; collaborates with other departments to maintain fiscal stability of the District; provides leadership in directing, planning, developing, and managing district finances to maintain financial integrity and to meet the mission and goals of the District; this includes directing and organizing District accounting and financial record keeping activities; and preparing, developing, monitoring, and revising the annual budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Communicates regularly with the Assistant Superintendent of Business Services on all fiscal matters.
- Provides administrative direction for the budget and accounting functions of the District.
- Works collaboratively with Human Resources and Information Technology Services to monitor position control and other fiscal-related systems and functions
- Conducts financial projections and analysis of District income and expenditures including multiyear analysis and multi-funded cash flow analysis for facility projects.
- Prepares financial projections and impact analysis for District negotiations with employee bargaining groups.
- Prepares, develops, monitors and revises the District budget.
- Participates in maintaining the District's financial integrity by implementing sound fiscal plans, internal control systems, audit activities, and system conversion and integration.
- Plans, organizes and controls the budget development and monitoring process.
- Plans and directs the District's internal and external audit processes.
- Communicates regularly with Principals and Leadership Team members on site and program fiscal management.
- Prepares, develops and presents annual budget training guidelines to District wide site level personnel.
- Develops improvements to accounting, payroll and purchasing systems.
- Directs personnel in payroll preparation, accounts payable, accounts receivable, attendance accounting, and purchasing.

- Participates in the selection, training, and evaluation of fiscal services department employees.
- Establishes accounting procedures for property and equipment inventories.
- Directs the compilation and reporting of information for the District's Tax and Revenue Anticipation Notes and related cash flow analysis.
- Assists in planning, assembling, and presenting data for advisory groups.
- Reviews all financial reports required by county, state and federal regulations before submission to agencies.
- Provides oversight for mandates costs.
- Other duties as assigned.

QUALIFICATION GUIDE

Knowledge of:

- Principles of statistics and accounting.
- Office management principles, methods and procedures.
- Legal provisions and requirements concerning the business procedures of a school district.
- Statistical and research methods.
- Office practices, procedures and equipment.
- Automated computer systems, databases, spreadsheets.

Ability to:

- Plan, organize and administer the operations and activities of the Fiscal Service department.
- Administer budget and financial controls.
- Train and evaluate technical staff.
- Analyze and interpret data.
- Analyze, interpret and administer laws and regulations relating to a school district.
- Analyze and prepare financial statements and reports.
- Communicate effectively both orally and in writing.
- Plan and coordinate inter-departmental activities.
- Implement general policy decisions into effective plans of action.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- Delegate responsibility.
- Meet schedules and timelines.
- Prepare, develop and present relevant training materials.

Experience: Four years of progressively responsible administrative, supervisory or staff experience involved in the areas of accounting, payroll and purchasing; interpretation of policies and installation of procedures.

Education: Bachelor's Degree in accounting or similar field; **or** any combination of professional training or experience equivalent to four years in financial analysis, or in fields directly related to position requirements.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete and abstract variables in standardized situations.

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 regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk, reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.