

**CLASS SPECIFICATION
Director, Fiscal Services**

Union Representation: **Not represented**

Proposed Salary Range: **Determined by Contract**

GENERAL PURPOSE

Under policy direction, plans, organizes, controls, integrates and directs the District's financial and accounting activities and operations; directs, integrates and manages the preparation of financial analyses and reports; oversees development of annual operating, capital, program, grant and fund budgets and long-range financial forecasts; manages and monitors financial planning activities for programs authorized by the Board of Education; provides expert professional assistance and support to District management and the Board of Education on financial, accounting and related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Director, Fiscal Services is responsible for managing and integrating a program of broad, comprehensive financial services for the District, including budgeting, financial forecasting and analyses, financial reporting and accounting. Responsibilities and assignments are broad in scope and allow for a high degree of administrative discretion on issues that are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, controls, manages and evaluates the work of the Fiscal Services department; with supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Participates with other managers in establishing strategic plans for the District; sets overall management and policy goals and objectives for a department; coordinates department program and policy issues with managers of other departments and/or on a District-wide basis.
3. Plans and evaluates the performance of supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's merit system rules, human resources policies and procedures and labor contract provisions.

4. Provides leadership and works with supervisors and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's mission, strategic goals and core values.
5. Plans, organizes, directs and oversees the District's budget administration activities and functions; oversees development and implementation of and interprets, enforces and explains budget process, policies and procedures; reviews, analyzes and develops recommendations regarding budget requests and other issues; prepares and delivers budget presentations, which include highly sensitive and confidential information to senior management and the Board; negotiates and resolves sensitive or complex budget disputes; monitors expenditures and prepares periodic budget status reports.
6. Performs or oversees financial planning activities and analyses, involving complex, specialized and technical data and in-depth understanding of accounting and financial principles and practices; creates financial forecasting models for District programs; analyzes and determines the impact of economic and legislative changes on the District's financial plans and budgets; provides assistance and expertise to other departments in financial planning for programs authorized by the Board; analyzes complex business agreements and develops and provides recommendations to best protect the District's interests.
7. Plans, organizes and manages the District's general accounting activities and operations; ensures records are accurate, up-to-date, complete and in compliance with all appropriate standards, laws, rules, regulations and policies; plans and directs the operation and implementation of financial controls for the billing, receipt and accounting for funds from grants and other sources; ensures proper accounting for all expenditures and revenues in accordance with GAAP, GASP and GASB; prepares or oversees the preparation of State and local required reporting; directs and ensures payment of vendors and contractors per contract and agreement terms and conditions; directs and oversees District-wide position control and payroll processes in accordance with District salary ordinance.
8. Reviews and analyzes accounting, financial and management reports prepared for District departments, the Board, senior management and other governmental and regulatory bodies; identifies and communicates issues important to the District and provides findings and recommendations, which are often based on interpretations of complex regulations, laws and guidelines, including recommendations to improve the financial performance of the District.
9. Provides expertise, guidance and assistance to staff, senior management, other District personnel and external customers; evaluates specialized information and data and provides decisions and recommendations on a wide array of financial matters; advises on availability of funds for long-term projects; interprets and explains complex regulations, laws and guidelines.
10. Directs and oversees department involvement in development, enhancement and administration of the District's enterprise financial systems; directs and participates in identification of financial areas that require process improvement; oversees development, integration and implementation of new or revised policies, processes, standards and internal controls for the Fiscal Services department.
11. Directs and oversees coordination of departmental activities with external auditors for annual audit.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
2. Principles and practices of cost and fixed asset accounting
3. Internal control and audit principles and practices.
4. GAAP, GASP and GASB accounting standards and requirements.
5. Principles and practices of public agency budgeting.
6. Laws and regulations relating to the financial administration of public school districts.
7. District functions and associated financial management issues.
8. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
9. Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.
10. Principles and practices of sound business communication.
11. Research methods and analysis techniques.
12. Principles and practices of management and supervision.
13. District merit system rules, classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, manage and integrate the District's finance and accounting activities and operations to meet District objectives, professional standards and legal requirements.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze and make sound recommendations on complex financial data and operations.
4. Understand, interpret, explain and apply District policies and state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.
5. Evaluate financial programs, procedures and controls and implement recommendations for improvements.
6. Perform complicated mathematical calculations and analyses.
7. Prepare clear, concise and comprehensive financial statements, reports and written materials.

8. Exercise sound independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
10. Establish and maintain effective working relationships with all levels of District management, administrators, staff, representatives of other governmental agencies, external auditors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least seven years of increasingly responsible financial and accounting experience, at least five of which were in a supervisory or management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred. A Master's degree in Finance or Business Administration is preferred, but not required.

Licenses; Certificates; Special Requirements:

Certified Public Accountant, Certified Internal Auditor or Certified Management Accountant is highly desirable.

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of District management, administrators, staff, representatives of other governmental agencies, external auditors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.