



Berkeley Unified School District

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Director of Fiscal Services</b>	REPORTS TO:	<b>Assistant Superintendent of Business Services</b>
DEPARTMENT/SCHOOL:	<b>Business Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>10-21-2020 11-05-2020</b>	SALARY GRADE:	<b>Schedule: 52 Range: 85</b>

**BASIC FUNCTION:**

Under general direction of Assistant Superintendent of Business Services, the director of Business Services 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.

**REPRESENTATIVE DUTIES:** *Incumbents in the classification may not perform all of these tasks or may perform similar related tasks not listed here.*

**ESSENTIAL DUTIES:**

- 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.
- 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.
- 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.
- 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.
- 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.
- Directs and oversees all aspects of Districts payroll department.

- 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.
- 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.
- 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.
- 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.
- 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.
- Directs and oversees coordination of departmental activities with external auditors for annual audit.

## **MINIMUM QUALIFICATIONS**

*The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

### **Education and Experience:** Any combination equivalent to:

- A. Bachelor's Degree in accounting, finance or business administration. Masters Degree or CPA certification preferred.
- B. Five (5) years of experience to include increasingly responsible accounting services with a school district or public agency. Two years in a lead or supervisory capacity preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

### **KNOWLEDGE OF:**

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting
- Principles and practices of cost and fixed asset accounting
- Internal control and audit principles and practices.
- GAAP, GASP and GASB accounting standards and requirements.
- Principles and practices of public agency budgeting.
- Laws and regulations relating to the financial administration of public school districts.

- District functions and associated financial management issues.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Principles and practices of public administration, including purchasing, contracting and the maintenance of public records.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of management and supervision.
- District merit system rules, classified human resources policies and procedures and labor contract provisions.

**ABILITY TO:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work
- Indoor and outdoor work environment
- Interactions with dissatisfied, hostile and irate individuals
- Subject to demanding time lines and constant interruptions

**PHYSICAL ABILITIES:**

- Bending at the waist; kneeling or crouching to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard and mouse
- Hearing and speaking to present or exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Perform work which involves lifting, carrying, pushing or pulling objects typically weighing 35 pounds
- Reaching overhead, above the shoulders and horizontally

Fiscal Svcs Director

- Seeing to view monitors and read or compose a variety of written or digital materials
- Sitting or standing for extended periods of time

**HAZARDS:**

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor or digital material
- Sitting for an extended period of time