



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>DIRECTOR - FISCAL SERVICES</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	03
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Assistant Superintendent of Business Services or assigned designee	<b>FLSA:</b>	Exempt

**BASIC FUNCTION:**

Plan, organize, direct, and coordinate District accounting, budgeting, payroll, risk management, and other fiscal functions; prepare projections of revenue, expenditures, and forecast of the District's financial position; interview, select, manage, and evaluate the performance of assigned staff. The incumbent in this classification assists in providing students with the resources needed to enhance learning by ensuring effective fiscal management, which directly supports student learning.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, organize, direct, and coordinate the District accounting, budgeting, payroll, and other fiscal functions and activities, including risk management and fiscal administration of school construction projects.

Coordinate, direct, and participate in financial record-keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records, and reports to ensure accuracy, completeness, and compliance with Generally Accepted Accounting Principles (GAAP); direct activities to ensure proper and timely identification and resolution of fiscal issues, errors, and discrepancies.

Coordinate and direct communications, resources, systems, personnel, and information to meet District accounting needs and ensure smooth and efficient Department activities; direct and participate in the development and implementation of the District's accounting system and fiscal projects, services, plans, strategies, goals, and objectives.

Develop and prescribe systems and methods for financial record-keeping functions in compliance with state law, District policy, and District funds; review income and expenditure activity.

Interview, select, manage, and evaluate the performance of assigned personnel; effectively provide feedback and coaching that results in improved performance; provide leadership to develop and retain highly competent, service-oriented fiscal services staff and teams through training and management practices that support District objectives and quality expectations; participate in programs and provide activities that promote positive employee relations and work environment.

Coordinate departmental work assignments and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures; provide training to staff regarding proper accounting practices in accordance with established principles and guidelines.

Provide technical information and assistance to the Assistant Superintendent - Business Services concerning Department operations and District accounting and budgetary functions, needs, and issues; assist in the formulation and development of fiscal policies, procedures, and programs; meet with District administrators regarding specific budget issues.

Plan, organize, control, and direct risk management operations and activities including the establishment and maintenance of insurance policies, development and implementation of loss control strategies, and processing of liability, property, and Workers' Compensation claims; develop, implement, and evaluate risk management policies and procedures.

Coordinate, direct, and participate in financial record-keeping, reporting, and related auditing functions to ensure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records, and reports to ensure accuracy, completeness, and compliance with standards and requirements.

Direct specialized accounting activities to ensure accurate Average Daily Attendance (ADA) reporting for the District; compile and analyze enrollment information to identify trends and include in budget projections.

Provide specialized accounting support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining fiscal impact of negotiated settlements on the District's multi-year financial outlook; prepare alternative scenarios; maintain confidentiality of sensitive and privileged information; prepare various financial reports and analyses for use in collective bargaining activities; prepare AB1200 disclosure documentation for County review prior to Board action.

Direct and participate in the preparation and maintenance of various financial and statistical records, statements, and reports related to budgets, actuals, interims, taxes, accounts, funds, income, expenditures, attendance, and assigned duties; provide legal document retention information to Districtwide departments; maintain fiscal document retention in accordance with State laws.

Plan, coordinate, and oversee response to liability, property, and Workers' Compensation claims; evaluate claims and approve or recommend settlement options based on interpretation and application of established laws and investigative results.

Oversee and participate in researching, compiling, assembling, and analyzing a variety of financial, statistical, and budgetary information; compare and reconcile ledgers, statements, records, documents, and reports to identify and resolve errors and discrepancies.

Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to District accounting functions; provide input concerning the modification of District accounting functions and procedures to ensure compliance with established requirements.

Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; write Board agenda items, attend and

present at Governing Board meetings, and conduct other District meetings.

Oversee and coordinate the implementation of new financial systems; plan, supervise, review, and implement insurance programs District-wide; lead the District's benefits committee meetings; coordinate the development of Governmental Accounting Standards Board (GASB) actuarial valuations.

Operate a variety of office equipment including a computer and assigned software.

May be assigned to administer other areas of Business Services such as Maintenance, Purchasing/Logistics, Child Nutrition Services, Transportation, and Enrollment Services and Planning when assigned or in the absence of the Assistant Superintendent.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Applicable laws, codes, regulations, policies, and procedures related to the field of specialty.
- Generally accepted accounting and auditing principles, practices, and procedures, including GAAP and GASB accounting standards and requirements.
- Principles and practices of administration, supervision, and training.
- Planning, organization, and implementation of assigned budgets.
- Budget administration, preparation, and control.
- Internal control and audit principles and practices.
- Planning, organization, and direction of risk management operations and activities.
- Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability, and public liability.
- Financial analysis and projection techniques.
- Accounting, budget, and business functions.
- Financial and statistical record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, spelling, grammar, and punctuation.
- Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

- Interpret, apply, and explain rules, regulations, policies, and procedures applicable to the field of specialty.
- Plan, organize, control, and direct budget and accounting-related activities.
- Effectively provide feedback and coaching that results in improved performance.
- Prepare financial and budget reports required by the State, administration, federal agencies, and the Governing Board.
- Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate responses to identified risks.
- Direct specialized accounting activities to ensure accurate Average Daily Attendance (ADA) reporting for the District.
- Establish and maintain various insurance policies.
- Plan, coordinate, and oversee response to liability, property, and Workers' Compensation claims.
- Analyze financial data and prepare forecasts and recommendations.
- Provide leadership to develop and retain highly competent, service-oriented Fiscal Services staff and

teams through management practices that support staff in connecting with District mission, objectives, and quality expectations.

Plan, organize, and participate in staff training and activities that promote positive employee relations and work environment.

Communicate effectively both orally and in writing.

Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work effectively, both independently and as a member of a team.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate modern office equipment including a computer and assigned software.

Interview, select, train, supervise, and evaluate the performance of assigned personnel.

Adhere to safety practices.

Compose a variety of reports.

Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in business, economics, accounting, finance, or related field and five (5) years of recent, increasingly responsible accounting or financial administration experience, preferably in a school district or other large public agency. Certified Public Accountant (CPA) license is desirable and may be considered partial fulfillment of the required experience.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license with the ability to maintain qualification for District vehicle insurance coverage.

Subject to attending evening Board meetings.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 7/92; Rev. 3/93, 8/99, 3/02; 06/11 (Ewing);

06/15 (formerly Controller/Assistant Business Mgr);

07/2020 Rev (MQs/CPA)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025