

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: DIRECTOR-FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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 assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles (GAAP); direct activities to assure 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 assure 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 assure 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 assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with standards and requirements.

Direct specialized accounting activities to assure 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 as needed.

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 assure compliance with established requirements as necessary.

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; write Board agenda items, and attend and present at Governing Board meetings, and conduct other District meetings, as required.

Oversee and coordinate 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 calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures related to 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.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures applicable to field of specialty.

Plan, organize, control and direct budget and accounting related activities.

Supervise and evaluate the performance of assigned personnel.

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 response to identified risks.

Direct specialized accounting activities to assure 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 independently with little direction.

Plan and organize work.

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

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years' 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

Valid California State driver's license.

Ability to qualify and 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 lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen