

DIRECTOR OF BUSINESS SERVICES**Purpose Statement**

The job of Director of Fiscal Services (Director - Business Services) is done for the purpose/s of directing business programs and financial services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent of Business

Essential Functions

- Approves financial transactions (e.g., warrants, supply/service requisitions, purchase orders, etc.) for the purpose of ensuring proper accounting and adhering to budget limits.
- Collaborates with various departments for the purpose of providing financial information for State and Federal reports, including (CONAPP) applications, Local Control Accountability Plan (LCPA), school accountability report card, Medi-Cal reports, and facilities reports as needed.
- Creates a variety of detailed financial reports (e.g., annual budget, 1st and 2nd interim reports, estimated actuals, unaudited actuals, Governing Board reports, State and Federal reports, etc.) for the purpose of ensuring historical documentation, program operations are within budget and assuring financial management of all District funds in accordance with all appropriate fiscal practices.
- Directs department operations, the maintenance of services and the implementation of new programs and processes for the purpose of developing and managing the District annual budget, and ensuring proper accountability of expenditures, revenues received as projected, restricted funds spent according to regulations, and fund balances remain positive.
- Manages Business Service Department and staff (e.g., implementing procedures and policies, training of new staff, evaluation of Fiscal Services Department employees, training of existing staff, supervising accountants in maintaining accurate general ledger, etc.) for the purpose of achieving organizational objectives, providing appropriate corrective action, meeting with external auditors, and ensuring optimal professional departmental operation.
- Oversees all District fiscal services processes (e.g., calculating Local Control Funding Formula, developing District annual budget, supervising accountants, payroll department, accounts payables and receivables, approving all vendor payments, requisitions, purchase orders, etc.) for the purpose of ensuring proper accounting, budget limits, and maintenance of compliance requirements.
- Participates in meetings, workshops and seminars (e.g., SELPA financial committee, District Medi-Cal Committee, Governing Board Meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Presents information (e.g., budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g., discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, Governing Board, other professional organizations, etc. (e.g., accounting guidelines, expenditure status, grant guidelines, annual budget requirements, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Reviews and develops pupil attendance accounting procedures for the purpose of verifying attendance accounting reports.
- Serves as District resource for budget and fiscal information (e.g., providing budget information and training for school sites and departments, advising District and site administrators and other personnel, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Supervises staff (e.g., accountants, payroll department staff, accounts payable and accounts receivable staff, purchasing staff, etc.) for the purpose of ensuring accurate fiscal management for general fund and child development programs.
- Supports Assistant Superintendent of Business, School sites, and District Departments (e.g., technical expertise, formulation of policies, school sites internal auditing, coordination of the annual independent audit, etc.) for the purpose of providing professional direction for all District Fiscal Services.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; maintaining a satisfactory level of effort and progress; consistently displaying a positive cooperative attitude; implementing additional assignments; training and managing staff; and preparing and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; District budgeting, policies and audit procedures; concepts of grammar and punctuation; principles of public

and fund accounting and budgeting; understanding and implementation of research results; and departmental management.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; adhering to statutes, administrative policy; preserving confidentiality; providing management control; solving problems; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Three (3) years job related experience, with increasing responsibility, in school business accounting or comparable public/private organization. Experience supervising employees is desirable.

Education (Minimum): Bachelors degree in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.