

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, prepares and implements the district budget; provides recommendations on appropriates and staffing budgets for all funds, programs and organizations; assists in the preparation of detail projections for long-range planning; conducts budget and other special finance related studies; directs the operation of the financial books of record of the district; and provides administrative and technical staff assistance to the District.

RESPONSIBILITIES:

- Analyzes program and special project budgets; participates in developing program budgets including recommending budgetary modifications.
- Assists in developing and planning departmental goals and objectives.
- Develops and reviews the technical phases of the District's annual budget, reporting and financial forecasts for all District funds. Prepares documents, agenda items and supporting materials as applicable.
- Monitors budgets and expenditures of all District funds, including Bond and Community Facilities District funds, ensuring that allocations are accurate, related revenues are generated, expenses are within budget and fiscal practices are followed.
- Assists in the preparation of District income projections used in budget development and other financial planning activities.
- Assist Human Resources in the budgetary and cost control aspects of exercising district-wide position control.
- Coordinates various District accounting policies and procedures to provide guidance and support to departments and school sites to ensure effective and efficient District operations.
- Assures compliance with State and Federal regulations, and District policies; recommends budget policies that will enable to district to have adequate budgetary/staffing control and comply with state requirements.
- Performs financial record keeping operations related to the District's various accounting and record keeping systems and procedures.
- Directs all accounting activities and functions related to District payroll operations
- Prepares or directs the preparation of complex financial, statistical, and analytical reports as required to support the financial activities of the district.
- Assist in reviewing and analyzing the financial implications of all proposed and enacted legislation and state initiatives pertaining to school finance.
- Researches, compiles, analyzes data pertaining to expenditures and systems and develops cost proposals and forecasts to ensure efficiency and sound fiscal management.

- Develops and implements internal control policies. Instructs, trains and supervises school sites and departments in general ledger accounting, budget, payroll, benefits, attendance and other financial record keeping operations.
- Coordinates the annual independent audit, maintain contact with external auditors to assure District practices and procedures are in compliance.
- Directs, maintains and monitors fixed assets and accounting of fixed assets.
- Prepares special financial analyses and reports as required for collective bargaining process, or special projects as needed.
- Attends meetings, workshops, seminars and proceedings on the District's behalf.
- Performs other duties as assigned that support the overall objectives of the Business Services Department.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Advanced specialized professional knowledge of theory, principles and procedures of accounting, auditing, and finance for education and public sector
- In depth knowledge of the principles and procedures used in budget preparations, accounting administration, statistical analysis, current accounting techniques, methodologies and practices, and internal control
- Advanced math skills to perform business and statistical calculations
- Skill with computer software to design and use spreadsheet and database models
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Plan, develop, coordinate and administer various district budgets and funds, and prepare accurate budgetary summaries, reports, plans, and controls
- Accurately perform complex accounting functions with minimal supervision
- Prepare, review, and analyze financial statements and related summaries and reports
- Formulate complex mathematical calculations with speed and accuracy
- Understand and execute oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Interpret, apply and communicate applicable federal, state and local policies, procedures, laws and regulations
- Maintain a variety of specialized and basic records, reports, and files
- Plan and organize work
- Prepare comprehensive narrative and statistical reports

QUALIFICATIONS:

- Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Finance, Accounting or related field.

EXPERIENCE:

- Five years progressively responsible experience with accounting systems, audit and financial reporting, budget development, monitoring and oversight; including two years working in a supervisory capacity overseeing a fiscal program including accounting, payroll and budget preparation and control. School district or public agency experience is desirable.

WORKING CONDITIONS

ENVIRONMENT:

- Office environment and vehicle to conduct onsite work.

PHYSICAL DEMANDS:

- Sitting for extended periods of time
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person or on the telephone
- Kneeling, bending, reaching and carrying

TERMS OF EMPLOYMENT:

Twelve-month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Management Salary Schedule