

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**



Job Title: **Director of Fiscal Services**

Job Purpose Statement/s:

The position of Director of Fiscal Services is to implement and maintain fiscal programs and services in compliance with Federal, State, and District regulations; keep District books and accounts in accordance with established California School Account practices; and maintain adequate staffing to ensure programs and services are achieved within the budget.

Essential Job Functions:

- Plans, organizes and supervises the work of the Business Office, including revenue and expenditure accounting and proper disbursement of funds.
- Plans, organizes and supervises all District accounting functions to provide adequate controls and, produce required reports in conformance with legal and Board policy requirements.
- Plans, organizes and supervises the preparation and control of fiscally related payroll functions.
- Works cooperatively with the Assistant Superintendent of Personnel to assure the proper interface of personnel and payroll data.
- Plans, organizes and supervises the preparation and control of attendance and enrollment data.
- Assists in the preparation of annual budgets and supervises their implementation.
- Oversees the designation of proper account classifications in accordance with the regulations of the California School Accounting Manual.
- Prepares budget documents, financial statements and various reports.
- Carries out necessary research and supervises the filing of claims for Federal and State projects and mandated costs.
- Prepares and implements internal audits and works with outside auditors.
- Monitors and examines the various accounting and purchasing functions and recommends changes necessary to improve efficiency and effectiveness.
- Examines and approves purchase orders for District supplies and equipment.
- Assists site managers and department heads in the application of District fiscal and purchasing policies and procedures.
- Provides training in fiscal services, as needed by District staff.
- Works cooperatively with others.
- Performs other job-related duties as may be assigned.

Position Description — Director of Fiscal Services

Job Requirements - Qualifications

Education and Experience Required:

- Bachelor's Degree or equivalent with a major in business administration or related fields.
- Minimum 3 years of school district accounting experience, including experience in personnel supervision, budget analysis, and overall program administration.

Skills, Knowledge and/or Abilities Required:

Skills and dexterity to operate PC applications including the District's standards: Windows, Microsoft Word applications, and telecommunications (e-mail through GroupWise, Intra/Internet, etc.); use of English language in both written and verbal form to exchange information and make presentations; visually capable to read a variety of documents.

Knowledge of Federal, State, and local policies, laws, and regulations as related to accountability of budgeting programs and services governing the financial operations of school districts; principles and practices of supervision, employee evaluation, and training; California school accounting, payroll, and budgeting principles and practices.

Abilities to make sound decisions within the framework of established District policies and procedures; use initiative; work independently and cooperatively; demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid California Driver License

Reports to: Associate Superintendent, Business Services

Work Year: 225 Days

Salary Placement: Classified Management Salary Schedule - Range: HH

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team

Board Approved: June 19, 2001