

Sweetwater Union High School District

DIRECTOR OF FISCAL SERVICES

Purpose Statement

The job of Director of Fiscal Services is done for the purpose/s of managing the District's financial functions including preparation and monitoring of the district budget; providing leadership and training to staff, ensuring that financial records and internal controls are properly maintained; promoting compliance with all applicable regulatory requirements; and providing administrative and technical staff assistance to the Chief Finance Officer.

Essential Functions

- Manages the District's financial functions for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing policies and procedures and/or conforming to district, state and federal funding requirements.
- Assists in developing budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Compiles statistical and financial data (e.g. payroll report data, quarterly/year-end report data, etc.) for the purpose of providing information for budget recommendations and/or ensuring compliance with established regulations.
- Implements accounting procedures for the purpose of maintaining accurate records and internal controls throughout the district and ensuring compliance with all applicable regulatory requirements.
- Assists auditors for the purpose of providing required information and coordinating necessary project activities.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting District goals.
- Responds to inquiries from various internal and external sources (e.g. staff, insurance companies, Department of Retirement Systems, Internal Revenue Service, providers, etc.) for the purpose of providing information, direction and/or appropriate referrals.
- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Trains staff regarding proper accounting practices for the purpose of ensuring compliance with the School Accounting Manual and generally accepted accounting principles.
- Researches a variety of topics as needed and/or assigned for the purpose of providing information, recommendations, and/or addressing administrative requirements.
- Maintains a wide variety of fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Provides technical expertise and direction regarding accounting issues and related activities for the purpose of conveying pertinent information to appropriate parties.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Assists with departmental personnel administrative functions as assigned (e.g. training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Composes a wide variety of materials in written and electronic formats (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Informs personnel and/or vendors regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Other 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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing simple and complex accounting procedures; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; 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 required to satisfactorily perform the functions of the job includes: financial concepts, techniques and regulations; accounting/bookkeeping principles; and concepts of employee supervision and evaluation.

ABILITY is required to organize activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in accounting or related field. Five years of progressively responsible fiscal, budget, and related business management experience; three years of experience in an educational finance environment desirable.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Management Job Description
Adopted by BOT 4/09/07

Salary Range 3