

## Mt. Diablo Unified School District

### Director, Fiscal Services

**DEFINITION:** Under the direction of the Chief Business Officer plans, organizes, coordinates and directs the payroll, accounting and financial activities of the District; ~~development of the district budget; develop and implement budgetary control procedures;~~ and prepares financial and budget reports as required by the State, administration, federal agencies and the Board of Education, and others as required.

### **EXAMPLES OF DUTIES:**

- Plan, organize, and direct the accounting activities of the District, including general accounting, payroll construction accounting, accounts payable, fixed asset accounting and other accounting tasks as required.
- ~~Prepare~~ Assists in the development of preliminary, tentative and final adopted budgets annually. ~~Prepare and present budgetary information~~ as required.
- Provide technical expertise, information and assistance to the Chief Business Officer regarding ~~District budgets~~, accounting and related programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief Business Officer of unusual trends or problems and recommend appropriate corrective action.
- ~~Maintain close contact with district staff, the Budget Committee, community organizations, and employee organizations in budget development activities and changes in the budget; make available and disseminate relevant program and expenditure data and information to such groups and organizations.~~
- Conduct financial analysis and provide financial data as required for district negotiations.
- Ensure accurate calculation of all ~~non-categorical~~ revenues for the District.
- Verify all departmental expenditures for accuracy budgets submitted; monitor all district expenditures budgets to ensure compliance with District policy, the Education Code, and county, state and federal regulations.
- Develop management reports that clearly show program progress and problems for policy guidance and administrative control.
- Develop computational data for required governmental reports showing total district resources and expenditures.
- ~~Analyze and define all district program and subprogram activities in order to develop budgetary information about the program.~~
- Coordinate year-end closing activities, ~~and~~ participates in the audit of the official financial records of the District and facilitates access to district records.
- Directs staff on all payroll, accounting, accounts payable budgetary matters and other day-to-day activities.
- ~~Serve as a control point for position control purposes.~~
- Coordinate and oversee Risk Management activities of the District

- Assist in the development of Business Services operational procedures, rules and regulations.
- Train and supervise the performance of ~~budget~~ fiscal personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups by working with all of the diverse communities.
- Communicate with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with other departments to enhance accounting budget control and forecasting capabilities; serve as a liaison to the Citizens Bond Oversight Committee ~~Budget Advisory Committee~~.
- Provide a positive climate of interaction and communication between school staffs, families and the community.
- Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

**Training and Experience:** Any combination equivalent to: bachelor's degree with a major in business, economics, accounting, finance, business administration, or a related field, and/or five years increasingly responsible supervisory experience in the administration of budgets or accounting, budget preparation with a preference in a public school district.

### **Knowledge of:**

- Local, state and federal laws pertaining to school business functions and their application to the public school districts
- ~~Planning, organization and implementation of District wide budgets~~
- ~~Budget administration, preparation and control~~
- Accounting principles and procedures, including various phases of the governmental accounting and budgeting
- Financial analysis and projection techniques
- Generally accepted accounting and auditing principles, practices and procedures
- Accounting and budget functions of a school district
- Financial and statistical record-keeping techniques
- Principles and practices of administration, management, supervision and training
- Principles and practices of risk management.
- ~~Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.~~

### **Skill in:**

- ~~Planning, organization and direction of budget development in a public school district.~~
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication.

**Ability to:**

- Plan, organize, control and direct the functions of the District-wide ~~budget, program budgets and~~ accounting activities.
- Provide technical information and assistance to others concerning ~~budget preparation~~ accounting.
- Communicate effectively both orally and in writing.
- Prepare financial ~~and budget~~ reports required by the State, administration, federal agencies and the Board of Education
- Analyze financial data and prepare forecasts and recommendations
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines.
- Work independently ~~with little direction.~~
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations

**Licenses and Certificates:**

- A valid California driver's license

**Sample Physical Abilities:** Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

DMA, Salary Range: 41 Recommending Range 29

MT. DIABLO UNIFIED SCHOOL DISTRICT

Approved by Board of Education: