

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-FISCAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Finance and School Support, plan, organize and control the District-wide budget, program budgets and accounting activities; direct budget and accounting related activities; prepare financial and budget reports required by the State, administration, federal agencies and the Board of Education; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and control District budgets; develop and implement budget guidelines, time lines, policies and procedures; analyze and review budgetary and financial data; develop intermediate and long-range income and expenditure projections; monitor, control and authorize expenditures in accordance with established limitations.

Compile financial and statistical data; develop and implement student attendance accounting systems for the collection and reporting of data required for Average Daily Attendance reporting; prepare related reports and submit to local, State, federal and other funding agencies.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develop, implement and monitor accounting systems for a variety of financial functions; coordinate required audits of the District.

Train and supervise the performance of accounting, budget and facilities fiscal personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Perform research and direct the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, administration, federal agencies and the Board of Education.

Provide technical expertise, information and assistance to the Associate Superintendent 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 Associate Superintendent of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; assure District compliance with State Education Code budget and accounting requirements.

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 budget control and forecasting capabilities; serve as a liaison to the District Finance Committee.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and implementation of District-wide budgets.

Budget administration, preparation and control.

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.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and control the District-wide budget, program budgets and accounting activities.

Direct budget and accounting related activities.

Supervise the performance of assigned personnel.

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.

Compile financial and attendance data and prepare related reports.

Communicate effectively both orally and in writing.

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 time lines.

Work independently with little direction.

Plan and organize work.

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.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of budgets or accounting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.