



## JOB TITLE: DIRECTOR OF BUSINESS & FISCAL SERVICES

### DEFINITION:

Under general direction of and reporting to the Assistant Superintendent of Business Services, the Director of Business & Fiscal Services shall be responsible for the coordination of all general ledger accounting, budget development and reporting, mandated cost claims, payroll, attendance, purchasing, and related aspects of the management and operation of the Fiscal Services Department. The Director is expected to maintain a safe, caring, student centered environment that promotes high performance and ethical standards among all fiscal services staff. The Director operates within the framework of District policies adopted by the Board of Education, the legal requirements as stipulated in the Education Code and the rules and regulations of the State Department of Education.

### ESSENTIAL FUNCTIONS:

- Plan, organize, control, and coordinate District functions relating directly to the areas of accounting, attendance, business, payroll, and purchasing.
- Conducts financial projections and analysis of District income and expenditures including multi-year analysis and multi-funded cash flow analysis for facility projects.
- Prepares financial projections and impact analysis for District negotiations with employee bargaining groups.
- Prepares, develops, monitors, and revises the District budget under the direction of the Assistant Superintendent of Business Services.
- Participates in maintaining the District's financial integrity by implementing sound fiscal plans, internal control systems, audit activities, and system conversion and integration.
- Plans, organizes and controls the budget development and monitoring process.
- Communicates regularly with Principals and Department Directors on site and program fiscal management.
- Develops improvements to accounting, payroll and purchasing systems.
- Participates in the selections, training and evaluation of fiscal services department employees.
- Establishes accounting procedures for property and equipment inventories.
- Directs the compilation and reporting of information for the District's Tax and Revenue Anticipation Notes and related cash flow analysis.
- Assists in planning, assembling and presenting data for advisory groups.
- Reviews all financial reports required by county, state and federal regulations before submission to agencies.
- Coordinates the preparation of financial reports to the Governing Board.
- Coordinates the preparation of periodic reports of financial activities as required by the county and state.
- Assists departments and schools in budget preparation and financial information.
- Responsible for all aspects of the general ledger, including the reconciliation of accounts payable and receivable, budget transfers, and journal vouchers.
- Oversees all grant and bond budgets and requisite monitoring.
- Oversees and works collaboratively with Special Education and other categorical programs.
- Responsible for implementing and filing the District's mandated cost claims.
- Serves as a liaison to external auditors and analyzes, evaluates and interprets audit, financial and/or business affairs.
- Oversees the training of all department personnel according to District policies; legal and department needs.
- Keeps current on changes and modifications in regulations and rulings on accounting procedures and practices.



- Perform related duties as assigned.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination equivalent to: graduation from a four-year college or university with emphasis in accounting and five years of responsible fiscal record keeping experience including two years in a school system. Two years of supervisory experience preferred.

**Licenses and other Requirements:**

None are required for this classification.

**Mental Demands:**

**Language Skills:**

Ability to: Read, interpret, apply, and explain applicable laws, regulations, policies and procedures; compose and write reports and correspondence independently; communicates effectively with individuals of groups.

**Mathematical Skills:**

Ability to: apply concepts such as fractions, percentages, ratios, and proportions to practical situations; reconcile District bank statements and balance general ledgers; prepare clear, concise and complete financial statements and reports.

**Reasoning Ability:**

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; analyze financial data, read, analyze, and interpret laws, regulations, contracts, and accounting principles in order to resolve complex accounting issues and problems; manage multiple projects simultaneously.

**Other Skills and Abilities:**

Demonstrate knowledge of:

Principles and practices of accounting and program budgeting.

Financial analysis and projection techniques.

Fundamental application of data processing to accounting and budgeting.

Laws, codes and regulations applicable to school district accounting and budget functions.

Principles and practices of cost accounting and auditing.

Budget preparation and control.

Principles of supervision and training.

School Accounting Manual and school district business functions.

Demonstrate abilities to:

Analyze, compile, statistically treat and display financial data graphically.

Prepare clear and concise reports, manuals and written instructions.



Prepare, review and analyze complex accounting statements, reports and documents.  
Analyze accounting operations and devise and recommend appropriate changes in operations, procedures and forms.  
Prepare, review and monitor the District budget.  
Develop in-service training programs for department and District staff.  
Supervise and evaluate the work of department staff.  
Assure compliance of fiscal policies and procedures with applicable statutes and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Organize detailed and comprehensive financial data.

## PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

### **Body Movement:**

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over telephone and in person.

### **Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

### **Vision Requirements:**

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Position Environment:**

Work is usually performed in a District office environment. The work environment is usually quiet.

### **Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of operating computer-related equipment.

Adopted 00/0087

Updated and revised for ADA 1994

Revised and adopted by the Governing Board: February 25, 2020

Marlys Grodt & Associates



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**