

# *Magnolia School District*

## SENIOR DIRECTOR, FISCAL SERVICES

### **DEFINITION**

Under administrative direction of the Chief Business Officer/Assistant Superintendent, Business and Administrative Services, manages the fiscal services which provides accounting and budgeting services to the District and other local, state, and federal agencies.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plans, organizes, coordinates, directs, and manages the functions and activities of the fiscal services department, including budget preparation and control, payroll preparation, fiscal record management, systems and processes related to the disbursement of funds, and internal account auditing;
- Prepares and presents periodic financial statements and operational reports which provide data concerning the District income and expenditure position;
- Performs a variety of internal fiscal audits and alerts appropriate management personnel as operational budget accounts and special funding accounts reach predetermined expenditure limits;
- Assists in the development of budgetary procedures, systems of budgetary review and expenditure control, and budgetary presentation methods to explain the District Budget to the Superintendent, Board of Education, and appropriated county and governmental officials for approval;
- Responsible for audit planning, preparation, and direct interaction with auditors during the audit process;
- Manages the revenue and expenditures associated with new funding projects such as bonds, escrow accounts, and monies related to recent legislative activities;
- Establishes procedures and accountability structure for the collection of data on the District computer system including warehousing, personnel, purchasing, budgeting, appropriation accounting and other applications as they become implemented. Reviews, analyzes, develops and implements bookkeeping and accounting systems (SACS) in accordance with GAAP and FMAC for all district funds;
- Develops controls and procedures for the accounting of other such diverse functions as student attendance, special projects, student body funds, food services, payroll, employee health benefits and purchasing; supervises and directs all reports for district management and various local, state, and federal agencies;
- Projects revenue and cash flow statements;
- Makes monthly reconciliations between district accounts and balances shown by the County Superintendent of Schools records;
- Determines the availability of funds for all requisitions;
- Supervises the preparation of payroll for certificated and classified employees along with state and federal reporting requirements; Custodian of Records of the student body accounts;
- Supervises inventory control operations and the maintenance of property and equipment records;
- Supervises the record retention program;
- Supervises the student attendance accounting for all schools in the district;
- Responsible for the preparation of district attendance reporting, transportation reports, claims for the reimbursement on categorically funded programs, tuition charges and funding forms for special education;
- Supervises and evaluates staff in the Business, Payroll and Accounting department;

- Under direction of the Chief Business Officer/Assistant Superintendent, Business and Support Services, assists in related duties which may be assigned by the Chief Business Officer/Assistant Superintendent or the District Superintendent;
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of accounting, budgeting, and financial management;
- Public Administration, governmental budgeting, accounting, education and labor codes, and auditing theory and practices;
- Rules, regulations, laws, and policies relating to accounting and control of district funds;
- Principles of effective management procedures, communication skills, and employee training;
- Correct English usage, spelling, grammar, vocabulary, punctuation and arithmetic concepts;
- Standard office machines and equipment, including fax machines, computer terminals and microcomputers and a variety of software, including word processing and spreadsheets.

### **Ability to:**

- Develop an efficient and effective financial management system of accounting and budgeting services;
- Plan, organize, and supervise the accounting and budgetary program of the school district;
- Understand and follow both oral and written directions;
- Prepare clear and concise financial reports;
- Maintain effective working relationships with all levels of staff and the public;
- Appropriately manage confidential information.

### **Training and Experience:**

- A typical qualifying background would include substantial professional level experience in accounting, budgeting, financial management, and general business management, including direct supervisory responsibility, supplemented by a degree in accounting or business administration;
- Experience in school or public-sector accounting is desirable;
- CASBO Membership preferred.

### **Education:**

- Equivalent to Bachelor's degree with major in accounting or business.
- Further education/coursework/training in school finance/accounting preferred.

## **LICENSES**

- Possession of a valid California Motor Vehicle Operator's License.

## **WORKING ENVIRONMENT**

The employee's primary responsibility is working in an office setting where the noise level is usually moderate; with and or supervising staff during the work day. This position may involve frequent interruption and direct contact with staff; a high volume of responsibilities that may require working without direct and/or constant supervision.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Other locations may be mostly standing and moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, and the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 80M

Revised:

Approved: 03/2017, 07/2018

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*EQUAL OPPORTUNITY EMPLOYER*

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