

## **BUENA PARK SCHOOL DISTRICT**

### **DIRECTOR OF FISCAL SERVICES**

#### **DEFINITION**

Under administrative direction of the Assistant Superintendent, Administrative Services plans, organizes, directs and participates in the District accounting of income and expenditures in accordance with public school accounting procedures; assists with budget preparation; develops financial reports to the Board, County, State and Federal government. Directs and oversees payroll, purchasing operations and assures adequate property control

#### **EXAMPLES OF DUTIES**

Establishes and maintains the accounting procedures for the collection, disbursement and accounting for all District funds; supervises, directs and performs accounting functions, including the recording of all encumbrances and expenditures to provide a current record of unencumbered balances of appropriations; prepares financial statements and reports; directs monthly reconciliations between District accounts and balances shown by the County Superintendent of Schools records; determines the availability of funds for all requisitions; directs the preparation of warrant registers; directs payroll accounting, including earnings and payroll deductions for certificated and classified employees and state and federal payroll reports; reviews, analyzes, devises and installs accounting systems; directs inventory control operations and the maintenance of fixed asset records; directs the record retention program and acts as custodian of inactive records; prepares all District reports for transportation, claims for reimbursement for funded programs, tuition charges for special education and interdistrict attendance. Monitors and evaluates the performance of personnel in the District office business office. Directs purchasing activities and other related expenditures Prepares the annual budget, interim reports, multi-year projections and cash flow analysis; and does related work as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Budgeting, accounting, and fiscal procedures and methods.
- Computer business systems.
- Financial analysis and research requirements involved in the accounting of school funds.
- Purchasing principles and practices.
- Sources of supplies.
- Principles of negotiating with vendors.
- Principles and practices of supervision.
- Principles of employee supervision and training.

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#### **Knowledge of:**

- Principles of payroll and reporting
- Principles of bond accounting and reporting

#### **Ability to:**

- Prepare clear and concise financial reports.
- Perform complex business computer systems.
- Direct the accounting program of a school district.
- Administer specific school district budget accounting and fiscal procedures.
- Instruct, train, and effectively supervise subordinate clerical, professional, and supervisory personnel in financial system operations.
- Communicate effectively with district and site administrators
- Establish, build and maintain effective and professional working relationships with all stakeholders.
- Comprehend technical specifications and requirements.
- Interpret applicable sections of the State Education Code, laws, rules and regulations.
- Evaluate the work of others.

#### **EXPERIENCE**

Equivalent to a minimum of five (5) years progressively responsible professional accounting and financial management experience, including at least two (2) years supervisory responsibility for administering a fiscal program including accounting, payroll, budget preparation and control.

#### **EDUCATION**

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five (5) years of broad, varied and increasingly responsible experience in accounting work and experience in California public education. Highly desirable: Bachelors of Arts in Business Administration, Accounting, Financial Management, Public Administration or related field supplemented by graduate courses in related financial areas.

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**PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing periods of time. This position requires accurate perceiving of sounds; near and far vision; depth perception; mobility to reach and bend; dexterity in working with business machines, materials and objects; and the providing of oral information and direction.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

The noise level in the work environment is usually quiet. The position demands meeting deadlines with strict time constraints.