

**ALISAL UNION SCHOOL DISTRICT  
PERSONNEL DIVISION  
JOB DESCRIPTION**

**DIRECTOR OF FISCAL SERVICES**

**PRIMARY FUNCTION:** Plans, develops, and directs Business and Accounting Services in support of the district mission, priorities, goals, and objectives.

**DIRECTLY RESPONSIBLE TO:** Associate/Assistant Superintendent, Business Services.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Plans, organizes and directs the delivery of fiscal services, including budget preparation and monitoring, internal control, payroll record keeping and preparation, accounts payable and receivable, and all bookkeeping functions.

Provides guidance, training, and advice in the area of financial procedures.

Consults with the Associate/Assistant Superintendent, Business Services, in the preparation of the budget; coordinates all aspects of the budget; supervises and participates in the detailed preparation of the budget; ensures budget is monitored continuously and updated regularly.

Keeps current on all federal and state laws, rules, and regulations and ensures compliance with same in accounting procedures used for categorical programs; also consults with and advises other district administrators on program fiscal requirements.

Directs all fiscal aspects of federal and state reimbursable projects; assists with budgets, issues memoranda on procedures, discusses problems with project developers and reviews related financial reports.

Supervises the Business functions of Payroll, Benefits and Insurance, and Accounts Payable, and oversees the area of accounting.

Prepares complex financial, statistical, and analytical studies to assist in the formulation and revision of budgets, programs, enrollment projections, and to assist in bargaining unit negotiations.

Acts as liaison with external auditors.

Reviews personnel actions for fiscal impact.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Business Administration, Accounting, or related field.

Three years of increasingly responsible professional accounting or business management experience, involving the preparation of financial reports, preferably with a governmental agency.

Two years experience in a related supervisory capacity in a school district.

**MINIMUM QUALIFICATIONS:** (continued)

Knowledge of budgetary, accounting and fiscal procedures, policies and methods of a school district, business law, basic financial analysis and research procedures and public finance administration.

Knowledge of principals of management and supervision, office organization, equipment and procedures.

Knowledge of computer systems.

Ability to plan, organize, direct and coordinate the fiscal program of the school district.

Ability to conduct financial analyses, prepare complete and clear financial reports and prepare complete school district budget.

Ability to instruct, train and supervise bookkeeping and clerical personnel.

Ability to work closely with auditors in developing and maintaining accounting and business office procedures.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Physical strength to perform the tasks that may be required of a Director of Fiscal Services. These physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position.
2. Manual dexterity sufficient to write, use the telephone and business machines.
3. Vision sufficient to read printed materials and computer screens.
4. Hearing sufficient to communicate in person and hold telephone conversations.
5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups.
6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead.
7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations.
8. Physical strength sufficient to lift 25 pounds.
9. Ability to sit for prolonged periods of time.
10. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments.

**THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT**

The work year for this position is 221 days.

Adopted: 8/9/88

Revised: 7/1/99; 3/15/00; 4/17/02; 05/19/2021