

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Fiscal Services	REPORTS TO:	Executive Director, Fiscal Services
DEPARTMENT:	Fiscal Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	July 28, 2010	SALARY:	E-27/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned functions and activities; plan, manage and direct assigned functions relating to fiscal management, control and analysis to provide timely delivery of high quality services to staff, sites and departments; develop, control and monitor the budgets and accounts of the District to ensure the financial stability of the District; supervise, provide clear work direction and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Direct and control assigned functions relating to fiscal management, control and analysis; develop, control and monitor the budgets and accounts of the District to ensure financial accuracy and appropriate allocation of funding resources to meet the needs of the sites and departments in support of improving student achievement. *E*

Supervise, provide clear work direction and evaluate the performance of assigned personnel; provide clear, constructive feedback to improve staff effectiveness; recommend performance improvement plan, disciplinary and other personnel-related actions; train personnel in assigned areas. *E*

Develop and recommend Board policies and administrative regulations related to assigned fiscal services; make recommendations to district leaders regarding potential organizational improvement opportunities to accomplish stated goals, provide technical expertise regarding assigned function. *E*

Prepare, review, and direct the maintenance of comprehensive narrative and statistical reports, records and files related to fiscal services; prepare a variety of correspondences and other documents. *E*

Direct, control and monitor appropriate work flow, computer system procedures, staff development, priorities and work assignments to provide timely delivery of high quality services to staff, sites and departments. *E*

Approve and authorize a variety of financial transactions, and budget or personnel transfers. *E*

Communicate and collaborate with a variety of District administrators and personnel, and City, County and State departments or agencies to coordinate activities, resolve issues or concerns and exchange information. *E*

Perform various duties related to payroll, financial accounting, student attendance accounting and administration of the financial computer system as assigned; prepare and present financial projections according to established procedures. *E*

Develop and prepare a variety of budgets for the District; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, business administration or related field and five years increasingly responsible experience in financial management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Generally Accepted Accounting Principles, practices and procedures, and related laws, codes and regulations.

Preparation, review and control of assigned accounts.

Preparation, maintenance, verification and processing of financial records.

Financial analysis and projection techniques and financial reporting procedures.

Labor Relations law and employee contracts.

Principles and practices of management.

Budget control and revenue projections.

Oral and written communication skills.

Insurance providers.

Interpersonal skills using tact, patience and courtesy.

Accurate record-keeping techniques.

Operation of a financial computing system and computer to enter data, maintain records and generate reports.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Manage and direct assigned functions relating to fiscal management, control and analysis.

Develop, control and monitor assigned budgets or accounts.

Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.

Train, supervise and evaluate personnel.

Maintain accurate financial and statistical records.

Prepare and analyze comprehensive accounting reports.

Plan, prioritize and organize work to meet schedules and time lines.

Communicate, understand and follow both oral and written directions.

Analyze situations accurately and adopt an effective course of action.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).

Work independently with little direction.

Work collaboratively and build positive relationships with a diverse group of stakeholders.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read a variety of financial documents; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time..

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions