



Oakley Union Elementary School District

POSITION DESCRIPTION

Job Title:	Director of Fiscal Services	Work Year:	260	Reports to:	Assistant Superintendent of Business Services
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Primary Function:

To monitor the District's financial activities, fiscal reporting, budget development, year-end close, accurate and timely completion of budget reports required by the State including Adopted Budget, Interim Reports, and Unaudited Actuals, coordination of the District's independent audit, and oversight of accounting, payroll as well as school site budgets and internal controls and processes.

Essential Job Functions:

- ❖ Provide direction and support for attendance accounting, general fiscal record keeping, payroll, and site and department financial activities.
- ❖ Coordinates and manages all record keeping procedures for the internal Fiscal Department as well as all District departments and School Sites.
- ❖ Plan, organizes and supervises the work of the budget development, fiscal reporting, accounts payable, accounts receivable, fixed asset accounting, purchasing and payroll functions of all departments.
- ❖ Plans, organizes, and supervises the preparation and reporting of District attendance.
- ❖ Under the guidance of the Assistant Superintendent of Business Services, develop and maintain the District's budget, including all revenue sources and expenditure categories in all funds. Monitors all fund balances to ensure allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- ❖ Recommends policies, procedures, and/or actions to the Assistant Superintendent of Business Services on issues that relate to accounting functions for the purpose of providing direction and/or making decisions for the District.
- ❖ Coordinate preparation and control of categorical budgets (including Nutrition Services, State Preschool, and Facilities), including grants and one time funds, with program managers and provide support for the timely filing of Federal and State reports.
- ❖ Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.
- ❖ Annual schedules and performs internal audits of student body accounts and record keeping practices.
- ❖ Coordinates and manages the District Financial Audit process.
- ❖ Coordinates and manages mandated audits and financial reporting for all facilities projects.
- ❖ Assists in the estimation of the cost of budget items submitted by principals, department heads, and administration involving capital outlay, repair, or replacement.
- ❖ Plans, organizes, and supervises the preparation of all mandated cost reports.
- ❖ Plans, organizes, and directs training for District Employees on budget, revolving fund, use of credit cards, student body accounting, attendance accounting, internal controls for maintaining accurate records, fiscal compliance guidelines, enterprise resource management platform support, and established District fiscal practices.
- ❖ Provide guidance and support to identify, mitigate, and manage financial risks associated with the use of facilities.
- ❖ Ensures the organization has appropriate insurance coverage to protect assets, operations, and personnel. Collaborates with internal stakeholders and external insurers to implement best practices in risk control, claims management, and compliance.
- ❖ Evaluates department staff and manages the day to day work of the Fiscal department.

Other Job Functions:

- ❖ Assist other personnel as may be required for the purpose of supporting them in the completion of work activities.
- ❖ Prepares documentation for the purpose of providing written support and/or conveying information.
- ❖ Maintains various information, files and records for the purpose of providing up to date references for compliance.

Education and Experience:

- ❖ Training or experience equivalent to graduation from an accredited college or university in public administration, business administration, accounting, public finance, school finance or related field.
- ❖ Five (5) years experience in management, operation, and in the supervision of a fiscal services program, preferably in a school district. Prior job related experience in accounting, financial or statistical records, maintenance with increasing levels of responsibility with supervision of others and satisfactory job performance or evaluation.

Skills, Knowledge and/or Abilities Required:

- ❖ Basic accounting practices and use of digital accounting applications and computer programs
- ❖ Research and evaluation, data collection, processing, analysis and reporting strategies
- ❖ Applicable laws, codes, regulations, policies and procedures, including Federal and State Education laws and regulations
- ❖ Plan, organize, direct and control all work of others
- ❖ Sit for prolonged periods, work with minimal supervision, think logically, be attentive to detail, utilize problem solving methodology. Significant physical abilities include reaching/handling/fingering, talking/hearing, near visual acuity.

Licenses, Certifications:

- ❖ Background check, Valid Government Identification