

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES

DEFINITION

Under the direction of the Associate Superintendent, Administrative Services, plans, organizes, and supervises fiscal operations of the District related to accounting, budgeting, payroll, bookkeeping, and internal auditing; serves as a member of the management team; and does related work as required.

ESSENTIAL DUTIES

- **Assist** in the compilation of the District's annual budgets, including General Fund, special programs, and special funds as established by the Board of Trustees
- **Manage** all accounting functions pertaining to District operations
- **Consult** with and advise District officials in budget and fiscal matters
- **Assist** in the analysis of legislation pertinent to the fiscal affairs of the District
- **Calculate** District income from state, federal, and local sources
- **Supervise** status accounts for all decentralized budget functions delegated to schools or departments
- **Assign**, supervise, and evaluate a staff of employees whose duties include payroll, accounting, and accounts payable
- **Provide** for annual audit of student body accounts
- **Supervise** the receipts, records, and deposits of all district revenues
- **Maintain** records of income, expenditures, and balances of all budget appropriations
- **Supervise** the preparation and distribution of warrants
- **Plan** and direct accounting electronic data processing program and instruct subordinates in computer operations related to these duties
- **Prepare** or supervise preparation of periodic reports relative to all fiscal operations of the District and annual financial reports which serve as the basis for the annual external audit
- **Conduct** research and prepare special reports as required to assist in administrative planning and evaluation
- **Assist** Associate Superintendent of Administrative Services in assuring compliance with California Education Code and conformity with accepted accounting practices
- **Conduct** systems analysis with respect to assuring compatibility of available computer software and business office functions
- **Recommend** District policies relating to the accounting of payroll, accounts payable, and data processing programs
- **Perform** other related duties as required

QUALIFICATIONS

Knowledge of:

School district budgeting, accounting, and auditing theory and practices;
Principles and practices of public administration, supervision, business office management, and data processing;
Principles and methods of training, evaluation procedures, and supervision of employees.

Ability to:

Assemble and analyze information and make appropriate recommendations for fiscal and budgetary actions;
Assume responsibility for the effective management of a division of Administrative Services;
Prepare and present written and oral reports;
Plan, organize, and implement data processing operations;
Manage, train, and evaluate personnel;
Establish and maintain effective and cooperative working relationships.

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES– Page 2

EDUCATION AND EXPERIENCE

Education:

Bachelor's degree, with an emphasis in Accounting preferred.

Experience:

Two (2) years of management or supervision experience in accounting functions, preferably in a California public school system.

LICENSE AND CERTIFICATE REQUIREMENTS

Possession of a valid California driver's license.

SUMMARY OF PHYSICAL DEMANDS RATING

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists.

This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present – Does not exist

O = Occasionally – Up to 1/3 of the time

F = Frequently – From 1/3 to 2/3 of the time

C = Constantly – 2/3 or more of the time

1. STRENGTH:

A. Standing	25%
Walking	25%
Sitting	50%

B. Lifting	O	25 lbs.
Carrying	O	25 lbs.
Pushing	O	10 lbs.
Pulling	O	10 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	O
KNEELING	O
CROUCHING	O
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:	
Ordinary	C
Other	O

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES – Page 3

HEARING:

Conversations	C
Other Sounds	O

6. SEEING

Acuity, Near	C
Acuity, Far	O
Depth Perception	O
Accommodation	O
Color Vision	O
Field of Vision	O

PHYSICAL DEMANDS RATING SUMMARY: Light Work: 2, 3, (4), (5), (6). (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

PHYSICAL DEMAND COMMENTS: Examples of sitting for extended periods are meetings, computer use, doing accounting tasks; reaching/handling/fingering are manipulating papers and materials, using computer, calculator, telephone; lifting/carrying are reams of paper and file boxes; talking/hearing are participating in verbal interactions; visual acuity/depth perception/visual accommodation are driving to and from meetings, preparing and using written or typed materials.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not present in the job environment
S = Seldom – Under 5% of work day
O = Occasionally – Up to 1/3 of the time
F = Frequently – From 1/3 to 2/3 of the time
C = Constantly – 2/3 or more time

1. ENVIRONMENT:

Inside 90% Outside 10%

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE 65 decibels

VIBRATION O

Comments regarding “Vibration” = Driving

ALTA LOMA SCHOOL DISTRICT

DIRECTOR OF FISCAL SERVICES – Page 4

6. HAZARDS:

Mechanical	S
Explosives	NP
Electrical	NP
Radiant Energy	NP
Burns	NP
Other Hazard/s	NP

Comments regarding “Mechanical Hazards” = Staplers, copiers

7. ATMOSPHERIC CONDITIONS:

Fumes	S
Mists	NP
Odors	S
Gases	NP
Dusts	O
Poor Ventilation	NP
Other Atmospheric Hazards	NP

Comments regarding “Fumes” = Copier

Comments regarding “Odors” = Copier

Comments regarding “Dust” = Paper

8. PROTECTIVE CLOTHING – DEVICES: None

E. C. SUMMARY: Inside Work: 2, 3, 4, 5, 6, (7). Numbers encircled by () indicate significant involvement of factors enumerated and rated above.