

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 15, 2006
Revised: September 16, 2015
Salary Schedule: 250; Row: 2

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **DIRECTOR OF FISCAL SERVICES**

JOB PURPOSE STATEMENT:

Under the direction of the Assistant Superintendent, Business Services, with major responsibility for central budgeting, accounting and other related fiscal activities on a district wide basis; and is responsible for the formulation and implementation of district fiscal policies relating to assigned areas of responsibility; manages, coordinates and supervises fiscal operations for the district for all funds; and do other related work as may be required.

JOB FUNCTIONS:

- Coordinates and supervises the work of accounting, payroll and benefits for the District
- Coordinates annual budget development under the guidance of the Assistant Superintendent, Business Services
- Calculates and projects base revenue limits, estimated income and expenditures for all funds
- Monitors and analyzes budget income, encumbrances, and expenditures to insure that expenditures are equal to budget allocations
- Analyzes budget transfer requests, and recommends approval and approves transfer of budgeted funds in accordance with the established procedures
- Prepares periodic budget reports and reviews expenditures to assure correct coding and other fiscal procedures
- Maintains charts of accounts and prepares quarterly annual financial statements for certification of projected solvency
- Develops, compiles, edits and approves a variety of fiscal reports for County and state agencies

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JOB FUNCTIONS – continued:

- Advises and counsels school and district staff in the preparation of budget requests and amendments for transfers of allocations in accordance with established procedures
- Schedules, monitors and supervises the assignments of accounting staff members
- Develops and maintains standards for performance of positions supervised and advised staff of standards for work performance
- Supervises and evaluates the clerical and technical support staff assigned to fiscal services
- Provides consultation and training for school site and district administrative personnel to assure understanding of fiscal processes
- Attends and participates in Governing Board, budget advisory and other meetings as required and requested
- Represents the district at various local, regional and state meetings as needed
- Prepares special financial analyses and reports as required for Collective Bargaining processes, or special projects as needed
- Reviews and recommends approval of warrants and purchase requisitions as directed
- Establish and maintain effective working relationships with staff, students, parents, and community members
- Perform other duties as assigned

Knowledge & Abilities:

- Basic operational framework of policies and procedures
- Responsible for central budgeting, accounting and other related fiscal activities on a district-wide basis
- Assist in the development of the annual district budget, including, but not limited to, the calculation and projection of base revenue limits, estimated income and expenditures for all funds
- Provide monitoring and oversight of the budget, technical assistance, and internal audit of A.S.B. programs

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Knowledge and Abilities – continued:

- Maintain cash controls for the District
- Responsible for supervision of accounting division personnel and all financial services personnel in the absence of the Assistant Superintendent
- Principles and practices of California public school and district accounting, including relevant laws within the Education Code and California accounting manuals
- Principles and procedures for accounting, fund accounting and school district accounting, state and federal requirements and finances; District fiscal policies, organization, operations and objectives
- Correct English usage, spelling, grammar and punctuation
- Accounting and statistics required for the preparation of reports and principles of supervision and evaluation
- Interpret and implement complex governmental regulations and directives
- Operate computer and various office machines
- Develop the annual district budget for all funds
- Prepare complex financial reports, including analyses and recommendations
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties
- Maintain the confidentiality of information used in labor relations or other personnel and fiscal processes; and manage, supervise and evaluate personnel performance

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk

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PHYSICAL ABILITIES-continued:

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, or other related field

Experience:

- Three years of documented supervisory/management experience in the monitoring and operations of a school district budget, including preparation, fund accounting and monitoring of an annual district budget; equivalent experience may be substituted in a governmental or other public agency; documented experience in the preparation and presentation of fiscal reports required by County and State agencies

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Drivers License with acceptable safe driving record
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position