

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

Title:	Director I, Fiscal Services	Reports to:	Assistant Superintendent, Business
Department:	Business Services	Classification:	Classified Management
FLSA:	Exempt	Salary:	Management- Range A1
Board Approval:	May 17, 2005		

BASIC FUNCTION:

Under supervision of the Assistant Superintendent, Business Services coordinates and controls the School District's fiscal services. Responsible for preparation, reporting and control of the budgets and financial activities of all of the funds of the District. Performs the necessary accounting and monitoring functions including all state and governing board required reporting. Supervises accounting, payroll and budget personnel; assists in developing and implementing account/payroll systems and procedures and performs other duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Develop a budget calendar to provide for adequate input of Governing Board, Superintendent, Site Department Administrators and employee associations. *E*

Establish budgeting and accounting procedures for all funds of the District and for new and revised programs. *E*

Work with site and department administrators in the development of their operational budgets. *E*

Provide technical direction, training, supervision and evaluation of staff as appropriate. *E*

Prepare agenda items as necessary. *E*

May participate as directed in negotiations with employee bargaining units. *E*

Prepare and completes state required financial reports in an accurate and timely manner. *E*

Recommend and assists in the selection of fiscal services staff. *E*

Assist in the preparation of the District audit including providing assistance to external auditors. *E*

Assume other responsibilities and completes special tasks as directed by the Assistant Superintendent, Business Services. *E*

Supervise and evaluate accounting, payroll and budget personnel. *E*

Maintain all financial records in accordance with state law. *E*

Prepare responses to the annual audit on behalf of the District. *E*

Work cooperatively to correct areas of weaknesses in internal control as indicated in the District audit. *E*

Provide technical direction and assistance to District departments, school sites and attendance accounting. *E*

Director I, Fiscal Services

Page 2

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principals and practices of school district budgeting and reporting.
Specific knowledge of CDE reporting requirements.
Complex budgeting techniques dealing with multi-year contracts and repayment schedules.
General principles and practices relating to school district audits.

ABILITY TO:

Meet District standards of professional attitudes outlined in The Management Code of Ethics, BP E4319.21
Utilize analytical, oral and communication skills including projections utilizing graph and charts.
Make assessments and prepare recommendations; analyze and interpret laws, ordinance and regulations pertaining to budget and fiscal management.
Analyze and identify present and potential financial problems, develop and evaluate alternate solutions, which result in effective plans of action.
Prepare and/or present clear and concise reports regarding complex technical information.
Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work.

DESIRABLE QUALIFICATIONS:

In-depth knowledge of Windows, Word and Excel and other database software.
Familiarity with State financial software.
Familiarity with audit requirements.
School District budgeting or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

APPROVALS:

Roberta Silverstein
Assistant Superintendent, Human Resources

Date

Robert Kessler
Superintendent

Date