

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Director, Fiscal Services**  
**(Classified Management)**

**DEFINITION:**

Under direct supervision of the Assistant Superintendent, Business Services, develops and monitors all funds of the District's annual budget and monitors the District's fiscal, accounting, payroll, accounts payable, and purchasing operations; provides advice and assistance to site and District administration regarding the District's fiscal procedures.

**EXAMPLES OF DUTIES:**

- Develops and monitors the District's annual budget and multi-year projections and prepares or monitors the preparation of all related State reports; plans, organizes, and monitors the accounting functions of the District, including internal auditing and other related fiscal services; plans, organizes, directs, and monitors the District's payroll, accounts payable, and purchasing operations
- Develops or assists in the development of improved accounting, payroll, purchasing, and financial record management and reporting systems and procedures.
- Prepares or coordinates the preparation of materials for posting or inputting into computer assisted programs.
- Monitors and audits the accounting and financial record management and reporting functions to assure that established operational procedures, guidelines, and internal controls are followed.
- Develops, implements and monitors departmental procedures, forms, and regulations to assure efficient and effective practices. Assures compliance with appropriate laws, codes, rules, and regulations and provides for the establishment and maintenance of appropriate records and audit trails.
- Performs higher level technical and specialized accounting and financial record management and reporting functions.
- Advises and assists school and District personnel regarding matters relating to accounting and financial record management and reporting systems, payroll, and purchasing functions.
- Coordinates the District's annual audit.
- Supervises accounting process for fixed assets, inventory, and compliance with GASB 34.
- Prepare, validate and present financial information to the Board of Education under the coordination and at the request of the Assistant Superintendent of Business Services.
- Supervision of staff with accounting, budget, payroll and accounts payable duties with input and consultation by the Assistant Superintendent of Business Services.
- Facilitate activities related to minimizing risk factors district-wide, including the coordination of training, communication with related parties and oversight of the claims process.
- Represent the District in the education community on fiscal matters always maintaining good character and conduct, including interaction with county and state agencies and organizations.
- Performs related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- principles, methods, practices, and procedures of school district accounting, budget planning, fiscal record management, auditing procedures, purchasing operations, and payroll systems.
- legal mandates, policies, and regulations pertaining to educational accounting, payroll, purchasing and fiscal record management and reporting.
- computer-assisted accounting, payroll, purchasing, and fiscal record management systems and equipment.
- principles, practices and techniques of effective management, organization, supervision, employee motivation and training.
- financial analysis and research procedures as they apply to financial methods.
- collective bargaining practices and procedures.
- school district attendance accounting, construction project accounting, funding processes including, but not limited to, revenue limit, and federal, state and local funding.
- experience implementing principles, practices and techniques of effective risk management.
- working knowledge of requirements of Governmental Accounting Standards Board (GASB) Statement No. 34 Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments; and related experience with fixed asset accounting, capitalization threshold, and conversion to government-wide statements.
- working knowledge and requirements of GASB Statement No. 45 Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions; and related actuarial, contribution/funding and reporting requirements.
- working knowledge and requirements of GASB Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions; and related authorization requirements related to classifications of restricted, committed, assigned and unassigned on fund reporting.

### **Ability to:**

- perform responsible and technical accounting, budget, and fiscal planning functions and activities.
- organize, supervise, train, and evaluate the work of accounting, budget, fiscal, payroll, *accounts payable*, purchasing personnel.
- prepare fiscal, financial, and narrative reports in a clear and concise manner.
- review, audit, and verify financial statements and related summaries and reports.
- communicate effectively in oral and written form.
- understand and carry out oral and written directions with minimal accountability controls.
- interpret laws, rules and regulations.
- establish and maintain cooperative working relationships with students, staff, and public.
- lift, carry, push or pull moderately heavy objects up to 50 lbs.
- sit for extended periods (approximately 70% of the day).
- walk or stand (approximately 30% of the day).
- operate a variety of business equipment.
- review, evaluate, and approve purchasing documents.
- review, analyze, develop and manage computerized accounting and other information systems.

### **Education/Experience:**

Required: Bachelor’s Degree in accounting, business administration, or closely related field from an accredited institution of higher learning. Five years of progressively responsible experience in accounting, business administration, or related experience comparable to that required to direct fiscal services, payroll, and purchasing operations in a California school district, including three years of employee supervision and other management responsibility. School district experience preferred with responsibility in fiscal and business services.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy and responsibility
- Maintenance of high standards
- High intrinsic motivation

**Physical Ability to Meet the Following Requirements:**

- Stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Some locations may have stairs and may not have elevators.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.