

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Director of Fiscal Services
WORK YEAR: 260-day

JOB DESCRIPTION: Under the direction of the Superintendent, this position supervises and is responsible for all fiscal operations of the district; assembles, reports on, and maintains proper expenditures of the budget, and is responsible for maintenance of all property. Incumbents plan, organize, and supervise accounting operations; establish appropriate procedures and controls for the efficient operation of fiduciary responsibility of the district; to perform the more difficult professional accounting/financial work in the analysis, maintenance and auditing of records and in financial and management reporting; to assign and supervise the work of technical and financial clerical staff; and to perform related work as required. Incumbents may be required to attend periodic evening meetings and/or to travel within and out of county boundaries to attend meetings. It is expected that the Director be committed to excellence in public education; with background, knowledge, and skills in the areas of problem solving, effective management techniques, interpersonal skills, evaluation techniques, and collaborative processes.

ESSENTIAL JOB TASKS:

1. Provides leadership, direction, and a vision for all facets of the district's business operations.
2. Supervises capital construction projects.
3. Establishes a system of accounts to provide adequate controls for handling all funds within the district and account for and disburses all district funds.
4. Prepares, protects, and cares for all business documents, financial and property accounts and records.
5. Compiles all necessary information for budget preparation and assists all concerned in preparation of the annual budget and monitors same.
6. Prepares monthly financial reports and other reports as directed and supervises preparation of all reports concerned with expenditures and reimbursements.
7. Provide fiscal assistance to site administrators and department heads.
8. Supervises all purchasing for the district, including all bids in accordance with board policies and state rules and regulations.
9. Supervises district mail delivery operations.
10. Reviews and executes contracts, agreements, etc., in accordance with District's General Counsel and maintains files of such documents.
11. Monitors the legislative process relative to assigned area of responsibility and advises the Superintendent on appropriate action.
12. Serves on special boards and committees as appropriate and as required.

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13. Supervises and evaluates the performance of assigned staff.
14. Performs other assignments as necessary.

NON-ESSENTIAL JOB TASKS:

1. Performs complex clerical work.
2. Performs complex arithmetical operations.
3. Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - a. School district accounting, finance, budgeting, data processing, personnel principles and procedures.
 - b. Laws and regulations relating to school district business activities.
 - c. Electronic data processing applications, principles, methods, and equipment.
 - d. Personnel management principles and practices.
 - e. Effective techniques of supervision and training.
2. **Ability to:**
 - a. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/department goals.
 - b. Design and implement sound business and accounting operating systems and procedures.
 - c. Understand, interpret, and apply laws, rules, and regulations as they apply to the district.
 - d. Prepare clear and concise reports, manuals, and written instructions.
 - e. Plan, organize, and coordinate the work of the department staff.
 - f. Communicate clearly and concisely, both orally and in writing.
 - g. Train and supervise employees of the department.
 - h. Establish and maintain effective working relationships with those contacted in the course of work.
 - i. Read, write, and speak correct English.
3. Two years of increasingly responsible and varied administrative experience in school district accounting, budgeting and information technology.
4. A college degree or equivalent is required. Additional training in management and supervision is desirable.

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5. Certified Public Accounting License (CPA) is desirable.
6. Valid California driver's license, with proof of auto insurance.
7. Private transportation.

SALARY: Placement on the Management/Supervisor/Confidential Salary Schedule, Range 2.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

BOARD APPROVED: December 13, 2011