



## PERSONNEL COMMISSION

**Class Code 5136**  
**Salary Range: 46 M2**

### ASSISTANT DIRECTOR, FISCAL SERVICES

#### JOB SUMMARY

Under the direction of the Executive Director, Fiscal Services, assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Assist in the planning, organization, coordination and direction of the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities; assure compliance with applicable laws, codes, rules and regulations. **E**
- Research, compile, analyze and direct the preparation and maintenance of a variety of interim and annual financial reports requested by District management or mandated by local, state or federal agencies. **E**
- Review and authorize the disbursement of District funds in accordance with established statutory restrictions, District policies, good business practices and the availability of funds; prepare and submit revenue and expenditure projections. **E**
- Oversee and direct functional requirements for assigned systems including financial systems, position control, personnel and payroll systems; assist in assuring the coordination and integration of data and functionalities between assigned systems. **E**
- Participate in the development and monitoring of District budgets; provide operating analyses to various users including the Board of Education, District administration, oversight committees, the County Office of Education and the State; participate in the development of the annual budget for the Fiscal Services department. **E**
- Assist in the preparation of or prepare financial planning guidelines and assumptions; confer with District administrators and managers to clarify projections and rationales for budget requests; assist in overseeing the budget development process and administer appropriate control over operational budgets. **E**
- Assist in maintaining the District's financial integrity by implementing sound fiscal plans, internal control systems, audit activities and accounting and budget systems; promote consideration and economical utilization of fiscal resources. **E**

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Calculate and project the District's apportionment attendance based on enrollment projections; participate in coordinating projection development activities with appropriate divisions. *E*
- Participate in the management of payroll activities and operations to assure timely payments and related disbursements to employees. *E*
- Provide information and assistance to external auditors; conduct internal auditing activities in the Fiscal Services Department in coordination with the Audits Branch; revise financial accounting and reporting procedures to meet new needs and comply with changing laws and regulations. *E*
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information. *E*
- Provide technical expertise and information to the Executive Director, Fiscal Services regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding District financial objectives, plans and achievements to groups and committees. *E*
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
- Serve as the Executive Director, Fiscal Services in the absence of the Executive Director as requested.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

An Assistant Director, Fiscal Services assists in the planning, organization, coordination and direction of one or more Fiscal Services units such as accounting, budgeting, fiscal planning, financial reporting and payroll which may include accounts payable, accounts receivable, program accounting, budget preparation and administration, position control, auditing, student attendance accounting, classification of accounts, tax reporting and compliance and statutory reporting. These positions require the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. An incumbent directs and evaluates the performance of professional, paraprofessional, secretarial and clerical support staff.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Planning, organization and direction of the Fiscal Services Department.  
Principles, procedures and practices of school governmental accounting including auditing, budgeting, forecasting and fiscal control.  
Applicable laws, codes rules and regulations related to assigned activities including the California Education Code and Public Contract Code.  
Generally Accepted Accounting Principles and auditing principles, practices and procedures.  
Budget control and revenue projections including student attendance accounting.  
Development, administration and methods of projecting and reporting financial data.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

### **Ability to:**

Assist in the planning, organization, coordination and direction of the operations and activities of the Fiscal Services Department.  
Develop, prepare and monitor budgets.  
Develop and evaluate procedures and processes.  
Supervise and evaluate the performance of assigned staff.  
Oversee and perform complex professional accounting and budgeting work.  
Analyze, interpret and prepare financial statements, forecasts and reports.  
Communicate effectively both orally and in writing.  
Perform audits and analyze audit reports.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software systems.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Participate in or direct the maintenance of a variety of reports and files related to assigned activities.  
Build consensus and apply problem solving techniques in a constructive manner.  
Analyze situations accurately and adopt an effective course of action.  
Accept and carry out responsibility for direction, control and planning.  
Prepare and deliver oral presentations.

### **Education and Training:**

Bachelor's degree in accounting, finance, business administration or a related field.

**Experience:**

Four years of financial management-level experience in a public or private organization. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable. Specific fiscal management experience in accounting, budgeting and payroll is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and deliver presentations.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.