JOB DESCRIPTION
DIRECTOR OF FISCAL SERVICES

BASIC FUNCTION:

Plan, organize, coordinate and supervise the District's fiscal services including accounting, purchasing and warehouse functions; assure the preparation and maintenance of accurate financial records and reports; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate the District's accounting functions including payroll, accounts payable, general ledger and purchasing activities.

Direct the activities of the Data Processing Supervisor including the data processing, duplicating and intradistrict communications functions.

Assure compliance with established laws, policies, sound management practices and the California School Accounting Manual; establish and develop appropriate internal controls.

Supervise and participate in responsible purchasing operations including the preparation of specifications for supplies and projects, advertisement of bids, opening of bids and preparation of their results.

Serve as a member of the Superintendent's Cabinet.

Prepare, audit and approve prelists, reports, purchase orders and other financial documents as appropriate.

Assure the timely preparation and distribution of financial reports, claims and statements; balance and reconcile financial statements.

Assist the Business Manager in the preparation and maintenance of the District budget; prepare income and expense projections.

Responsible for budgeting, monitoring, and reporting of most of the District's grants and entitlement programs.

Communicate with District administrators and personnel, vendors,
State officials, attorneys and insurance carrier representatives to obtain information, coordinate activities and interpret District fiscal policies and procedures.
Job Description - Director of Fiscal Services

Assure the maintenance of comprehensive records related to assigned functions.

Administer the District's School Impact Fee program including facilities legislation interpretation, collection and reporting of fees via maintenance of database program, and projection of future income resulting from impact fees.

Develop and implement a non-profit accounting system for the Chico Unified School District Education Foundation. Act as liaison between District, Foundation directors and Auditors for establishing fund raising procedures. Provide technical assistance to the Foundation on the operation of fund raising accounting software.

Serve as the software support representative to the District's mainframe software company. Train staff on new or modified business applications.

Administer the District's Fixed Asset Control System including the disposal of surplus property, records storage and microfilming, and recordkeeping of all facilities and equipment.

Provide ongoing budget/accounting assistance to all personnel.

Research financial and statistical data and perform analytical studies to assist administration in the formulation of new policies and planning of new or revised programs or procedures.

Responsible for auditing secondary schools' Student Body Organizations insuring compliance with State accounting regulations.

Train, supervise and evaluate the performance of assigned personnel; participate in the selection of new employees.

Assist in the development, evaluation, and modification of District policy and procedure.

Assist in long-range planning for future District facilities needs.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration, accounting or finance and three years of increasingly responsible accounting experience including experience in a lead or supervisory capacity.