

**CHICO UNIFIED SCHOOL DISTRICT  
DIRECTOR - FISCAL SERVICES**

**DEFINITION**

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.

**EXAMPLES OF IMPORTANT AND ESSENTIAL 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.
- 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 facility needs.
- Perform related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, practices and procedures of school district accounting, budget planning, and expenditure control, fixed assets, inventory control, fiscal record management, and data processing systems.
- Computer-assisted accounting and fiscal records management, inventory control systems, and equipment.
- Principles, practices, and techniques of organization, supervision, employee motivation and training.

#### **Skill to:**

- Prepare, audit and approve prelists, reports, purchase orders and other financial documents as appropriate.
- Utilize computer equipment and software needed in the operation of the Fiscal Services Department.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.
- Safely operate a motor vehicle.

#### **Ability to:**

- Perform responsible and technical accounting, budget, and fiscal planning, purchasing functions and activities.
- Prepare fiscal, financial, and narrative reports in a clear and concise manner.
- Review, audit, and verify financial statements and related summaries and reports.
- Understand and carry out oral and written directions with minimal accountability controls.
- Organize, supervise, train and evaluate the work of department personnel.
- Establish and maintain cooperate working relationships.

### **EXPERIENCE, EDUCATION AND TRAINING GUIDELINES**

*Any combination of equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Experience:**

- Three (3) years of increasingly responsible accounting experience including experience in a lead or supervisory capacity.

#### **Education:**

- Bachelor's degree in business administration, accounting or finance.

### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

#### **License Requirement:**

- Possess and maintain an appropriate, valid driver's license and safe driving record.

#### **Conditions of Employment:**

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.