

TITLE: DIRECTOR OF FISCAL SERVICES

QUALIFICATIONS

Knowledge of

1. Federal, state, and local laws, codes, and statutes related to public school accounting and facilities planning.
2. Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.
3. Modern management, fiscal and business policies, practices, and procedures.
4. Accounting and auditing principles and practices.
5. Principles and practices of administration, supervision, and training.
6. Effective public speaking techniques.
7. Bargaining Unit contracts and negotiation techniques.
8. District organization, operations, policies and objectives.
9. Interpersonal skills using tact, patience, and courtesy.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Safety and workplace rules and regulations.

Ability to

1. Supervise the financial operations of the District established by the Board of Education and State of California.
2. Participate in the development of policies, procedures, and fiscal decisions.
3. Develop and review the preparation of annual budgets for District departments. Interpret and apply provisions of State Education Code and various regulatory agencies.
4. Assemble and analyze data and make appropriate recommendations.
5. Select, supervise, train, and evaluate assigned staff.
6. Read, interpret, apply and explain rules, regulations, policies and procedures.
7. Plan and conduct workshops related to all areas of school business management.
8. Meet schedules and timelines.
9. Plan and organize work.
10. Prepare comprehensive narrative and statistical reports.
11. Direct the maintenance of a variety of reports and files related to assigned activities.
12. Be a productive and active team member.
13. Analyze situations accurately and adopt an effective course of action.
14. Calculate long-range planning.
15. Effectively plan for and deal with change.
16. Present and maintain a pleasant appearance and demeanor.
17. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.

Ability to (continued)

18. Understand and carry out verbal and written instructions.
19. Work successfully with diverse groups of people.
20. Work both collaboratively and independently.
21. Communicate effectively both in oral and written form.
22. Perform the job functions in the job description.
23. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
24. Establish and maintain effective work relationships with those contacted in the performance of required duties.
25. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.

Training and Experience

1. Bachelor's Degree or higher; Master's of Business Administration (MBA) preferred.
2. Five (5) years experience in administration responsibility and statistical analysis, at least two (2) or which have been in a position of budgetary or financial planning.
3. School site and/or district level management experience desired.
4. Completion of ACSA Business Academy or equivalent desired.
5. Training in Interest Based Bargaining desired.

REPORTS TO: Assistant Superintendent of Business Services

SUPERVISES: Business office personnel as assigned

JOB GOAL: To plan, coordinate, and supervise the operation of the business services division in such a way as to enhance the morale of district personnel, promote the overall efficiency of the school system, ensure cooperation and communication between Business Services and Human Resources; and to maximize the educational opportunities and benefits available to each individual child.

ESSENTIAL FUNCTIONS

1. Researches, compiles, and analyzes financial, community, and economic data and statistical information; and prepares reports to aid in policy decisions, district planning, special elections, labor negotiations, and enrollment forecasting.
2. Reviews policies and programs essential to meet the needs of the district as required.
3. Supervises the preparation of the district annual budget schedule, for program and fiscal planning.
4. Directs the compilation of data into preliminary budget; revises information, and directs the preparation of the final budget for adoption.
5. Directs the development of the first and second interim reports.
6. Directs the development of multi-year budgets.
7. Drafts reports for use in long-range revenue, expenditure, and general fiscal planning.
8. Projects program costs on the basis of possible or proposed changes.

ESSENTIAL FUNCTIONS(continued)

9. Assists in planning and assembling data for advisory groups, labor negotiations, board information, and/or other special projects.
10. Monitors, updates, and projects supply, equipment, and staffing costs.
11. Manages fiscal records and the flow of paperwork.
12. Ensures confidentiality of appropriate records and reports.
13. Utilizes business services staff to prepare various drafts of the district budget annually.
14. Confers with principals and other administrators in budgetary planning.
15. Serves on the District Cabinet and Administrative Council and may attend Board of Education meetings.
16. Works collaboratively with other district office management to plan, supervise, and coordinate business department services.
17. Assumes responsibilities for own professional growth and development for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings.
18. Delegates the compilation and analysis of district income and expenditure data.
19. Participates in screening, interviewing and selecting department personnel.
20. Evaluates staff within business services division as assigned.
21. Knows and follows the district Mission and Core Values and develops corresponding priorities for Fiscal Services.
22. Deals with staff, students, and parents in a courteous manner.
23. Knows and follows safety rules and regulations for this position.
24. Performs other duties as assigned.

OTHER FUNCTIONS

1. Serves on the District negotiating teams as necessary.
2. Serves on the Superintendent's Cabinet
3. Assumes the duties of the Assistant Superintendent of Business Services when he or she is absent.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.

PHYSICAL ABILITIES (continued)

15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Business Services.

Approved by: Board of Education Date: September 14, 2000

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**