

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Fiscal Services

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent or Deputy Superintendent

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or Deputy Superintendent, plans, organizes, supervises and carries out specific functions of accounting, budgeting and record keeping in the payroll and business office. Provides leadership and technical guidance to staff for all district finance issues. This position is responsible for overall supervision of budgeting, payroll, attendance accounting, accounts receivable, accounts payable, internal accounting, facilities accounting and ASB accounting. Assists and directs preparation of the District's budgets. Employees in this classification direct, supervise and formally evaluate the work of others.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Prepare and file budget and financial reports with governmental agencies as required by law.
- Plan, organize, and direct the day-to-day operations of the payroll and business office to meet local, state and federal requirements.
- Implement and maintain sound internal control systems for the District's accounting functions.
- Collaborate with all schools, departments, and agencies in the development and monitoring of all budgets. Evaluate budgets to ensure maximum coordination and allocation of resources meet district objectives.
- Recommend best business practices, procedures and guidelines for the financial activities of the District.
- Represent the District at public meetings in the absence of the Assistant Superintendent or Deputy Superintendent.
- Assist in the preparation of data to support contract negotiations with the District's bargaining units.
- Respond to community request for a variety of financial information related to the District's business affairs.
- Provide financial advisory services to the various program managers of the District and member agencies (i.e. Tri-Valley ROP).

- Develop multiyear projections for the annual budget and interim reports.
- Perform position control functions in conjunction with Human Resources and Payroll for budget control.
- Monitor district and member agency cash resources.
- Direct and assist in the preparation of district and member agency budgets and multi-year projections.
- Assist in the calculation of the Local Control Funding Formula and preparation of the Local Control Accountability Plan.
- Perform other job related duties as required.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of governmental accounting and the Standardized Account Code Structure (SACS) as they relate to methods, standards, practices, and procedures for school district accounting and budgeting operations.
- California K-12 school auditing standards.
- California Education Code and the California School Accounting Manual as applied to the maintenance of fiscal accounting records and accounting transactions.
- Data processing systems as applied to fiscal record keeping operations.
- Current office methods and techniques.
- Supervisory methods and techniques.

Ability to:

- Interpret effectively, and apply applicable education code and district regulations to practical situations.
- Perform mathematical calculations with speed and accuracy.
- Monitor, audit, reconcile and balance a variety of financial data and transactions.
- Establish and maintain accurate financial record keeping systems.
- Compile and analyze financial data and prepare clear and accurate financial statements and reports.
- Train, direct, supervise and evaluate the work of others.
- Communicate effectively in both oral and written form.

- Maintain the confidentiality and security of sensitive information.

MINIMUM QUALIFICATIONS:

EDUCATION: Degree in Business Administration or closely related field with emphasis in accounting, finance, budgeting or other closely related fields, or equivalent.

EXPERIENCE: Minimum of three years increasing responsibility of professional accounting or administrative experience. Demonstrated knowledge of governmental accounting procedures and principals. Experience in a California public school district desired.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal and local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 12 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with the agreement between the Livermore Management Association and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team salary schedule

FLSA STATUS: Exempt

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing			X		
Walking			X		
Sitting					X
Lifting (to 50 lbs)		X			
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination			X		
Picking, pinching, fingering			X		
Hearing with both ears:					
Near					X
Distance to 20 feet			X		
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more			X		
See up, down, left and right				X	

Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone					X
Short-term memory recall					X
Long-term memory recall				X	
Reading				X	
Writing				X	

Completion by Human Resources:

Board Approval Date Pending Board Approval on September 3, 2024
() New Job Description/Reason: () Reclassification () Organization Needs
(X) Revised Job Description
() Revised Salary Placement:
Change Effective date: September 3, 2024