

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ASSISTANT SUPERINTENDENT, FISCAL SERVICES

DEFINITION

Under direction of the Deputy Superintendent, Business and Support Services, the Assistant Superintendent, Fiscal Services supports the educational programs of the District by leading, directing, managing and supervising the functions and activities of the business, insurance and risk management, food and nutrition, accounting, purchasing and payroll departments.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Implement the philosophy, goals, and policies of the District as adopted by the Board of Trustees.
2. Conduct financial projections and analysis of the District's income and expenditures.
3. Prepare, monitor and revise the District budget, including reports for presentations to the Board of Trustees.
4. Maintain the District's general financial integrity by implementing sound fiscal plans, internal controls, audit activities, system conversion, and integration.
5. Implement systems to reduce costs and increase efficiencies.
6. Direct the District's internal and external audit processes.
7. Evaluate, supervise and counsel members of staff to improve employee performance, ensuring staff adheres to District, state, and federal educational and professional standards.
8. Provide assistance with the development and negotiation of bargaining unit contracts.
9. Establish accounting procedures for property and equipment inventories.
10. Maintain appropriate records and provide reports related to the District's leases, notes, obligations, deposits, investments, etc.
11. Collect, assemble data, and report for advisory groups and negotiations.
12. Provide assistance with facilities planning including the legal responsibilities of fiscal management and facilities planning.
13. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; laws and regulations governing public school finance including general ledger, fund accounting, program accounting subsidiary ledger management, attendance accounting including class size reduction; accounting and fiscal analysis and research techniques; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of

QUALIFICATIONS (Continued)

supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Provide leadership and oversight to the business, insurance and risk management, food and nutrition, accounting, purchasing and payroll departments of a school district; monitor and/or develop programs or mechanisms to improve organizational efficiency; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Eight years of progressively responsible professional experience in fiscal management for a school district or public agency.

Certification: Chief Business Official Certification preferred.