

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

EXECUTIVE DIRECTOR, FISCAL SERVICES

DEFINITION

Under direction of the Assistant Superintendent Fiscal Services, the Executive Director, Fiscal Services supports the educational programs of the District by developing, planning, directing and managing the activities and functions of the budget, accounting, payroll, and risk management 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. Maintain the District's general financial integrity by implementing sound fiscal plans, internal controls, audit activities, system conversion, and integration.
2. Conduct financial projections and analysis of the District's income and expenditures.
3. Develop, prepare, monitor, and revise the District's annual budget.
4. Organize and monitor the budget development process.
5. Monitor and analyze all District insurance funds and provide recommendations for cost savings.
6. Monitor insurance programs to ensure effectiveness of brokers and/or claims administrators.
7. Develop short and long term strategic plans to improve efficiencies and cost savings.
8. Implement systems to reduce overall costs and increase efficiencies.
9. Direct the District's internal and external auditing processes.
10. Participate in the development of fiscally sound policies, procedures and practices.
11. Serve as advisor or team member to bargaining teams for the District with Capistrano Unified Employees Association (CUEA), California Schools Employee Association (CSEA), and/or Teamsters. Participate on negotiation of bargaining unit contracts.
12. Establish accounting procedures for property and equipment inventories.
13. Maintain appropriate records and reports including but not limited to District's leases, notes, obligations, deposits, investments, etc.
14. Assist with facilities planning including the legal responsibilities of fiscal management and facilities planning.
15. Prepare a variety of related reports for presentation to the Board of Trustees.
16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
17. Evaluate, supervise and counsel staff to improve employee adherence to District, state, and federal educational and professional standards.
18. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
19. 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 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: Direct, manage and supervise the functions and activities of Fiscal Services, Payroll and Risk Management departments for 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 staff; establish, maintain and nurture professional relationships with management, colleagues, staff, and 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: Bachelor's degree from an accredited college or university in a related field.

Experience: Six years of progressively responsible professional experience with fiscal management and budget oversight including four years in a management or supervisory position. Experience in an educational environment preferred