



Conejo Valley Unified School District
Director, Fiscal Services

CLASS CODE	276	SALARY	\$60.42 - \$77.16 Hourly \$4,833.69 - \$6,172.62 Biweekly \$10,473.00 - \$13,374.00 Monthly \$125,676.00 - \$160,488.00 Annually
ESTABLISHED DATE	June 17, 1997	REVISION DATE	March 16, 2000

BASIC FUNCTION

Under the direction of Deputy/Assistant Superintendent, Business Services, plan, organize, direct and administer the District's accounting, budgeting, fiscal planning, financial reporting and payroll operations and activities including accounts payable, accounts receivable, program accounting, budget preparation and administration, position control, student attendance accounting, classification of accounts, tax reporting and compliance and statutory reporting.

ESSENTIAL DUTIES/RESPONSIBILITIES

Plan, organize, control and direct District-wide budget and finance operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts; establish and maintain fiscal timelines and priorities;

Implement financial goals, objectives, policies, standards and internal controls in accordance with the California School Accounting Manual.

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the budget operations of the District; synthesize information and provide recommendations for budget planning.

Direct and participate in the development, preparation, review and analysis of the District budget and various departmental, site, categorical and program budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements;

Evaluate, forecast, calculate and project annual income, expenditures and balances to determine budget requirements; compile and analyze costs and provide direction concerning budgetary allocations, limits and expenditures.

Direct and assist in developing the general fund budget, including the preparation and maintenance of various financial and statistical records, reports and statements related to budgets, accounts, income, expenditures, projections, interims, actuals, end-of-year and assigned activities;

Prepare and review periodic and annual enrollment reports, pupil attendance reports and financial statements for all funds of the District.

Review and authorize the disbursement of District funds in accordance with established statutory restrictions, District policies, good business practices and the availability of funds.

Oversee and direct payroll activities and operations to assure timely payments and related disbursements to employees.

Prepare qualitative and quantitative data required for submission of mandated reports to appropriate governmental agency in accordance with established timelines and requirements;

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; direct activities to assure proper and timely identification and resolution of fiscal issues,

errors and discrepancies.

Direct and participate in the formulation and implementation of departmental policies, procedures, and special projects; plan, organize and implement short- and long-term programs and activities related to assigned operations and services; control modifications and revisions to policies.

Plan, organize, direct, and evaluate the performance of assigned supervisors and staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development; take disciplinary action to address performance deficiencies, in accordance with Personnel Commission laws and rules, human resources policies, and collective bargaining agreements.

Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding District financial objectives, plans and achievements to groups and committees.

JOB COMPETENCIES: Knowledge, Skills, and Abilities

Knowledge of:

- Principals of accounting and auditing, including working knowledge of GAAP, GASB and GFOA accounting standards and requirements.
- Budget control and revenue projections including student attendance accounting.
- Applicable laws, codes rules and regulations related to assigned activities including the California Education Code and Public Contract Code.
- Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds
- Bargaining unit contracts and related fiscal implications
- Principles and practices of organization and management
- State legislative processes and procedures
- Principles and practices of business and public administration
- Principles of supervision and training

Ability to:

- Plan, organize, and direct the operations of the Fiscal Services Department, including complex accounting, budgetary, fiscal reporting, payroll and accounts receivable/payable functions
- Read, interpret and administer statutes, policies, and regulations concerned with legal responsibility of the District relative to assigned functions
- Learn District utilized financial software used in scope of work
- Communicate information of varying levels of technical complexity and speech formality, using appropriate grammar, tone, inflection and non-verbal cues (e.g., eye contact, facial expressions, etc.) to achieve desired communication results, while listening to and correctly deciphering verbal communication delivered by others.
- Recognize and analyze problems and/or difficult situations and develop an appropriate and results-oriented course of action in alignment with legal constituents and requirements.

MINIMUM ENTRANCE QUALIFICATIONS

EDUCATION:

A Bachelor's degree in Accounting, Finance, Business Administration or a closely related field from an accredited University. A Master's degree and/or CPA certificate/license is desirable.

EXPERIENCE:

Five (5) years of progressively responsible administrative or staff experience involving budget preparation, accounting, and attendance procedures, including two (2) years of experience at a supervisory/management level in a school district, public agency finance department, or public agency accounting firm. Financial management experience for an employer with an annual budget of at least \$150 million is highly desirable.

*Alternate variations of education/experience that would likely yield the necessary knowledge, skills, and abilities may be considered as acceptable in meeting minimum entrance requirements to qualify for participation in the examination process.

Licenses/Certifications/Special Requirements

Valid California Class C Driver's License

TOOLS/EQUIPMENT

Operate a variety of office equipment, including a personal computer and job-specific software applications, and related peripheral equipment, such as, fax machine, copier, and printer.

WORK CONDITIONS

Physical Demands

The position duties/responsibilities are subject to: sporadic standing and walking, requiring minimal cardio-respiratory endurance OR routinely lifting, pushing, pulling, carrying, moving, and/or positioning objects weighting up to 15 lbs and occasionally up to 35lbs; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (ie. machinery and tools); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- Indoor office
- Routine visits to school sites and other district property sites
- Driving a vehicle to conduct work.

CLASSIFICATION APPROVAL

ADOPTED: 06/17/1997

REVISED: 03/16/2000; 3/12/2024