

GALT JOINT UNION SCHOOL DISTRICT

FISCAL SERVICES SUPERVISOR

DESCRIPTION OF BASIC RESPONSIBILITIES

To direct and administer District fiscal activities, including budget development, preparation and control, purchasing, payroll, accounts payable and accounting functions in accordance with established policies and procedures. This position carries the overall responsibility for the effective management of the District's fiscal affairs operation.

SUPERVISOR: Director of Business Services

TYPICAL DUTIES

1. Directs the work of the Business Office, including the development and preparation of the budget, budget control, payroll accounting, purchasing, accounts payable and all other district accounting functions.
2. Directs the design, implementation, and coordination of all District accounting records.
3. Coordinates, oversees and performs complex accounting functions in analyzing, recording, and monitoring income and expenditures for District general or special funds, preparing financial analyses and special studies.
4. Develops, prepares and monitors the annual District budget in accordance with State reporting requirements.
5. Directs the development and implementation of improved budget and accounting procedures.
6. Conducts current and long-range District budget planning, including enrollment and cash analysis.
7. Prepares financial statements and other reports required by the District, County, State, and Federal agencies.
8. Performs the internal audit function for all district, county, state and federal financial records and reports.
9. Maintains files of official documents relative to the financial activities of the District and provides information for annual District/program/State/Federal audits.

10. Assists Assistant Superintendent of Business and Director of Personnel with statistical and budgetary analysis of negotiation proposals.
11. Confers with District and school administrators to develop and implement sound fiscal operations.
12. Coordinates fiscal-related data processing operations.
13. Selects, supervises, and evaluates support personnel.
14. Provides for a structured training program for all subordinate department classification levels in the areas of business, accounting, office practice, and related computer operations, engaging in instruction where appropriate.
15. Attends Board of Education and other meetings as required.
16. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- principles and procedures of accounting, including governmental procedures, School District fiscal, payroll, and budget procedures
- methods and procedures used in purchasing supplies and equipment
- computer based accounting systems and procedures; modern office procedures, methods and equipment, including typewriter, calculator, copier, computer and printer
- laws, rules, and regulations applicable to California School District finance and accounting activities.
- procedures and systems of inventory control

Ability to:

- establish and maintain effective work relationships with those contacted in the performance of assigned duties
- understand and carry out complex oral and written instruction
- instruct, train, and supervise bookkeeping, clerical, managerial, and technical personnel in accounting procedures, computer applications and departmental procedures
- apply pertinent School District policies, laws, rules, and governmental regulations to specific cases
- analyze and interpret fiscal records and documents and prepare accurate and complete financial summaries and reports
- perform research, compiling information from a variety of sources, maintaining accurate records and files
- physical ability and emotional stamina to endure additional hours of work, under sometimes stressful situations
- communicate effectively in both oral and written forms

EDUCATION AND EXPERIENCE

Bachelor's Degree in accounting, business administration or related field is preferred.

Five years of responsible accounting experience preferably with two years in a school district supervisory position.

Additional approved qualifying experience may be substituted for the education requirement.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Board Approved on November 13, 2014