

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

ADMINISTRATION

DIRECTOR OF BUSINESS AND FISCAL SERVICES- CLASSIFIED MANAGEMENT

BRIEF DESCRIPTION OF POSITION

Under the administrative direction of the Chief Business Official. Plans, organizes and directs the attendance accounting, fiscal accounting, payroll, budget development and internal control activities of the District; analyzes and resolves issues related to accounting, payroll, budget, accounts receivable and accounts payable; performs research and analysis; supervises, trains, and evaluates the performance of assigned staff.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plans, organizes and directs a variety of activities and functions related to Business and Fiscal Services.
2. Prepares budget and financial reports and audits various accounting and reporting functions of the District.
3. Supervises data processing functions as they relate to attendance accounting.
4. Develops and implements District budget and internal policies and procedures.
5. Oversees internal audit procedure.
6. Establishes and maintains a system for position control.
7. Works with principals and department heads in developing their budgets and completes the year end closing functions.
8. Performs internal audit of attendance accounting, student body funds and the general special funds of the District.
9. Reviews all financial reports prior to submission to other agencies.
10. Performs related duties as required.

RESPONSIBLE TO/FOR

The Director of Business and Fiscal Services is responsible to the Chief Business Official.

The Director of Business and Fiscal Services is responsible for assigned classified accounting staff.

MEASUREMENT OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of major duties and responsibilities listed above.
2. Successful accomplishment of the objectives agreed to between the Director of Business and Fiscal Services and the Chief Business Official.

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QUALIFICATIONS

1. Five years of professional accounting experience preferable in a school district.
2. Education equivalent to completion of two years of college or business college. A major in accounting or business administration with an emphasis in accounting is highly preferred.
3. Knowledge of the principles and practices of governmental budgeting and accounting; auditing practices and procedures; principles of supervision.
4. Ability to establish and maintain cooperative relationships with district staff and those who are interacted with during the course of business.
5. Prepare clear, accurate, complete, and concise financial reports and supervise a wide scope of school district accounting functions.

PHYSICAL ABILITIES

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds)
- Requires visual acuity sufficient to recognize people, words, and numbers
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

WORK ENVIRONMENT

- Work is performed in an office environment with minimal exposure to health and safety considerations

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment

SALARY AND WORK YEAR

The Director of Business and Fiscal Services will be placed on the appropriate step on the Classified Management salary schedule and be assigned a 12-month work year.