

ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, FISCAL SERVICES

DEFINITION

Under direction of director of fiscal services, to perform, manage, plan, organize, and participate in accounting, budgeting, and fiscally related functions and activities, including budgeting, accounting, financial oversight of the District's projects and programs, special funds and accounts; to plan, organize and assist in the performance of internal audits of District projects, programs including special funds and accounts; to assist and aid in the preparation of the annual budget and in adjusting budgetary accounts; and related duties as directed.

ESSENTIAL DUTIES

- Assists in performing a variety of financial record keeping functions related to District's accounting, revenue, budget control, attendance accounting, and other fiscal functions and activities.
- Review, monitor, audit, and supervise the process of budget control and accounting record management, including revenue projections, journals, transfers, attendance reports, and requisitions. Assists with the development of budget for District funds and specialized programs, including encumbrances, invoices, warrants, reimbursements, tax computations, and related transactions.
- Compile, verify and prepare account and budget transfers related to all District funds including but not limited to transportation, special education, workers compensation, student body and related funds.
- Assist in the formulation, revision, implementation, and maintenance of computerized record management systems, including electronic forms.
- Provide direction and training to staff regarding applicable budgets, accounting, and auditing laws and regulations pertaining to school facilities and specialized programs.
- Coordinate and assist with interval audits throughout the fiscal year and at year end.
- Supervise and assist with various tax returns for quarterly sales/use tax, certificate of participation and special tax bonds.
- Arrange, post and balance financial data, and assist in the preparation of trial balance, financial statements, personnel encumbrances detail, and year-end accruals of funds.
- Maintain journals, ledgers, and other accounting records.
- Prepare account and fund analyses.
- Operate a computer terminal inputting financial data into computer-assisted accounting/financial system.
- Perform responsible accounting/financial tasks related to the preparation and management of accounting/financial records and reports.
- Assist in the development of procedures for reviewing purchase and personnel requisitions to ensure correctness of account codes and availability of funds.
- Perform a wide variety of statistical and research data gathering activities.
- Provide data for contract negotiation, actuarial reports, and other related services.
- Guide, coordinate, and supervise the functions and activities of attendance, budget and accounting personnel, including the performance appraisal of clerical staff.
- Acts as a liaison between Fiscal staff and District departments and sites.

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Knowledge of:

Principles and methods of budget planning, accounting, technical report preparation, and internal audit processes;
Financial record management methods, procedures and techniques;
California school accounting legal mandates, practices, and procedures;
Accounting, budget control, and payroll computer-based record management systems;
Organization, management and employee motivation strategies and techniques;
Safe working methods and procedures.

Ability to:

Interpret and effectively communicate budget and accounting related policies, regulations and guidelines;
Prepare clear and accurate financial statements and fiscal reports;
Perform complex and technical financial and statistical record keeping functions;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting a portion of the time but will involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of accounting, budget control, and supervision experience, preferably in an educational agency

Education:

Equivalent to the completion of an associate degree or higher degree in accounting, supplemented

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by training or course work in budget planning and control, business administration or closely related fields.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.