

**Beaumont Unified School District  
JOB DESCRIPTION**

**TITLE:** ~~Director of Fiscal Services~~ **REPORTS TO:** ~~Assistant Superintendent of Business~~

**CLASSIFICATION:** ~~Classified Management~~ **WORK YEAR:** ~~12 Months/264 days~~

**SALARY SCHEDULE:** ~~276~~ **RANGE:** ~~(7) \$7,000 – \$8,906~~

**TITLE:** Director of Fiscal Services **CLASSIFICATION:** Classified Management

**REPORTS TO:** Chief Business Official and/or Designee **SALARY SCHEDULE:** 278/R1

**WORK YEAR:** 12 Months

**GENERAL DESCRIPTION:**

Under the direction of the ~~Assistant Superintendent of Business~~ Chief Business Official and/or designee, the Director of Fiscal Services is responsible for planning, organizing, directing, and overseeing plans, organizes, controls, and directs the fiscal services-operations of the District. ~~The Director~~ This role ensure the timely and accurate processes-processing of financial data in a timely and accurate manner. This Director also and provides critical financial information and analyses-analysis for various administrators to District administration and the Board of Trustees to support informed decision-making aligned with District goals and state compliance requirements. ~~Maintaining accurate accounting, and cost data records are a requirement of this position. The Director supervises and evaluates the performance of assigned personnel~~ also provides leadership and oversight to the Fiscal Services Department, which comprises three key sub-departments: Accounting, Benefits & Payroll, and Purchasing.

**ESSENTIAL JOB FUNTIONS-FUNCTIONS AND RESPONSIBILITIES:**

- Plans, organizes, controls, and directs the fiscal services of the District; E
- Trains, supervises, and evaluates the performance of assigned staff to ensure effective performance and professional growth; E
- Assists in the recruitment and hiring process; Interviews interviews candidates, selects employees, and recommends personnel actions including transfers, reassignments, terminations, and disciplinary actions; E
- Serves as a liaison for managerial control of the financial software system including implementations and modifications of existing systems to assure adequacy of system design in coordination with data processing or technological services; E
- Analyzes and interprets account status report and revenue report; ~~verify~~ verifies fund balances and communicates with appropriate staff regarding account status; E
- Responds to the Assistant Superintendent's requests from the Chief Business Official by for analysis by analyzing, interpreting, and providing follow-through-up and interpretation of on fiscal data; E
- Reviews and approves journal vouchers, payroll remittance, manual checks, bank transmittals, departmental purchase orders, cash advances, salary advances, petty cash transmissions, miscellaneous receipts, requests for payment and other transactions; E
- Implements and Maintain-maintains the design and robust internal controls of to safeguard District's accounting systems assets and ensure transparency;
- Reviews cash handling procedures to assure minimum exposure to error or misappropriation; analyzes accounting office staff duties to maximize internal controls; E

- Performs compliance tests to determine adequacy of internal controls and analyzes strengths and weaknesses of District's internal controls; E
- Provides technical accounting advice to program managers, principals, secretarial staff, and others related to District policies and procedures affecting ~~general fund, student body fund and other~~ all District funds, as requested; E
- Coordinates year-end closing process performing system functions to establish the budget and establish records for the new year; E
- Provides the Chief Business Official with technical expertise, information, and ~~assistance to the Assistant Superintendent regarding~~ recommendations related to assigned functions; advises on unusual trends or issues and proposes appropriate corrective actions; E
- Assists in the formulation and development of policies, procedures, and programs;
- ~~Advises the Assistant Superintendent of unusual trends or problems and recommend appropriate corrective action;~~
- Plans, organizes, and implements long and short-term programs and activities designed to develop assigned programs and services; E
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; E
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Develops and prepares the annual preliminary budget for the Fiscal Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; E
- ~~Operate a computer and assigned software programs; operate other office equipment as assigned;~~
- Prepares financial reports and budget updates for the Superintendent, Board of Trustees, and external agencies, including First and Second Interim Reports, Unaudited Actuals, and the Annual Budget; E
- Analyzes legislation, enrollment trends, and economic data to inform long-term financial planning and risk assessment; E
- Prepares and provides a variety of operational analyses to stakeholders, including the Board of Trustees, District staff, oversight committees, and local, county, and state agencies; E
- Acts as a liaison with external auditors, county offices of education, and state agencies to facilitate required audits and financial reviews; E
- Ensures compliance with California Education Code, Governmental Accounting Standards Board (GASB) requirements, and other applicable state and federal financial regulations; E
- Develops and implements policies and procedures related to purchasing, bidding, vendor relations, and contract administration; E
- Oversees the operations of the Purchasing department to ensure compliance with local, state, and federal regulations governing public school procurement and contracting; E
- Reviews and approves purchase requisitions and bids to ensure alignment with budgetary goals, District policies, and legal requirements; E
- Coordinates with site and department administrators to support procurement planning and timely acquisition of goods and services; E
- Ensures that purchasing processes promote transparency, equity, and cost-effectiveness in the use of District funds; E
- Oversees the administration of employee benefits and payroll systems to ensure adherence to applicable laws, collective bargaining agreements, and District policies; E
- Prepares and presents financial data, reports, and projections related to compensation, benefits, and other negotiable items during collective bargaining sessions; E
- Supports the collective bargaining process by providing accurate fiscal analysis and cost projections; E
- Attends and conducts a variety of meetings as assigned;
- Adheres to and implements the certificated and classified collective bargaining agreements; E

- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other related duties as assigned.

**E = Essential Functions**

## **MINIMUM JOB REQUIREMENTS/QUALIFICATIONS:**

### **Education:**

- High school diploma or equivalent to completion of the twelfth grade;
- Bachelor's degree from an accredited college or university, preferably in accounting ~~Accounting or business administration~~ Business Administration ~~from an accredited institution of higher education or progressive level of experience in business administration inclusive of college level course work in finance, accounting, and/or business administration;~~
- Master's degree from an accredited college or university, preferred.
- ~~Five (5) years professional level accounting experience.~~

## **DESIRED QUALIFICATIONS:**

- ~~Master's degree in accounting, business administration from an accredited institution of higher education.~~

### **Experience:**

- Five (5) years of professional-level accounting experience;
- Three (3) years supervisory experience;
- Experience in public sector purchasing or procurement oversight, preferably within a K-12 school district setting;
- Experience in California public schools, preferred.

### **Licenses, Certifications and Testing:**

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge and skills of:**

- Planning, organization, and direction of the fiscal services of the District;
- Principles and practices of school governmental accounting including auditing, budgeting, and fiscal control;
- Generally ~~accepted accounting principles~~ Accepted Accounting Principles (GAAP);
- Budget development, preparation, and control;
- ~~Oral and written communication skills;~~
- Principles and practices of public school purchasing, procurement laws, and contract management;
- Competitive bidding processes and applicable California Education Code requirements;
- Vendor management, procurement ethics, and cost control strategies;
- Payroll and position control systems;
- Principles and practices of administration, supervision, and training;
- Applicable laws, codes, regulations, policies, and procedures related to school finance;
- ~~Interpersonal skills using tact, patience and courtesy;~~
- Standard office equipment and computer applications, including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;

- ~~Operation of a computer and assigned software~~ Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

#### Ability to:

- Plan, organize, and administer the fiscal services of the District;
- Perform complex professional accounting and budget work;
- Process financial data in a timely and accurate manner;
- Provide financial information and analysis for use by various administrators;
- Maintain accurate accounting and cost data records;
- Interpret complex financial data and communicate it clearly to non-financial audiences;
- Train, supervise, and evaluate the performance of assigned staff;
- ~~Communicate effectively both orally and in writing;~~
- ~~Interpret, apply and explain rules, regulations, policies and procedures;~~
- ~~Establish and maintain cooperative and effective working relationships with others;~~
- ~~Operate a computer and assigned office equipment;~~
- ~~Analyze situations accurately and adopt an effective course of action;~~
- ~~Meet schedules and time lines;~~
- ~~Work independently with little direction;~~
- ~~Plan and organize work;~~
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports and files related to assigned activities;
- Motivate stakeholders to implement District vision, Board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District, and apply them with good judgement in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

#### PRE-EMPLOYMENT REQUIREMENTS:

- ~~Pre-employment physical and drug test;~~
- ~~A current and valid Tuberculosis (TB) clearance;~~
- ~~Fingerprint clearance for school personnel;~~



## **PHYSICAL ABILITIES AND WORKING CONDITIONS:**

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
<u>0-2</u>	<u>3-4</u>	<u>4-5</u>	<u>6-8</u>	<u>N/A</u>
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