

DIRECTOR OF ACCOUNTING AND BUDGETS

DEFINITION

Under administrative direction, to direct and administer district fiscal activities including budget preparation and control, purchasing, payroll, accounts payable, accounting, and risk management accounting activities in accordance with established policies and procedures; performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is an exempt classified management position and a one-position classification. This position is responsible to the Chief Financial Officer for district fiscal accountability. It carries the overall responsibility for the efficient management of the district's fiscal affairs operation.

ESSENTIAL FUNCTIONS

Directs the work of the Fiscal Office, including the preparation of the budget, budget control, payroll accounting, record keeping and purchasing.

Directs the design, implementation and coordination of all district accounting records.

Conducts current and long-range district budget planning.

Coordinates 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.

Confers with district and school administrators to develop and implement sound fiscal operations.

Coordinates fiscal related data processing operations.

Directs the development and implementation of improved budget and accounting procedures.

Prepares financial statements and other reports required by the District, County, State and Federal agencies.

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.

Assists Chief Financial Officer and Directors of Personnel with statistical and budgetary analysis of negotiation proposals

Maintains files of official documents relative to the financial activities of the district and provides information for annual district/program/state/federal audits.

Selects, supervises, and evaluates support personnel.

Attends Board of Education and other meetings as required.

Performs other related duties as assigned.

QUALIFICATIONS

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 accounting activities.

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 case; 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.

Education and Experience:

Graduation from an accredited four-year college with specialization in accounting or business administration is preferred and five years of experience as an accountant, budget analyst, or business manager, preferably with two years in school district accounting and/or budgeting. Additional approved qualifying experience may be substituted for the education requirement on a year for year basis.