

Amador County Office of Education
Amador County Unified School District
Director of Fiscal Services

DEFINITION

To perform highly responsible accounting and budget development work in maintaining District/COE fiscal records and preparing fiscal reports; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Superintendent, Business Services.
Provides technical supervision over staff of the Accounting Division.

EXAMPLES OF DUTIES

- ◆ Maintain a set of complex financial and statistical records.
- ◆ Establish and maintain account classifications, journals, appropriations and general ledger for all funds of the district and County Office of Education.
- ◆ Establish federal project and other special financial records including financial reporting.
- ◆ Prepare financial analyses at both school and district sites to aid district planning.
- ◆ Maintain accounting controls requiring the application of complex laws, rules and regulations.
- ◆ Make independent determinations on accounting and financial record keeping problems.
- ◆ Coordinate assigned Data Processing activities.
- ◆ Accurately prepare general accounting reports and statements.
- ◆ Reconcile balance sheets and ledgers including reconciliation with cash records of the County Treasurer.
- ◆ Conduct cafeteria cost analysis, inventory control, expenditure control and analysis, and budget analysis for cafeteria fund.
- ◆ Examine documents, records, forms and computer printouts for accuracy, completeness and conformance to applicable rules and regulations.
- ◆ Prepare detailed ledger reports on a monthly basis.
- ◆ Prepares and supervises the closing of the books for all funds at end of year.
- ◆ Maintain budgetary controls for all funds.
- ◆ Audit accounts to be charged for availability of funds.
- ◆ Assist schools and departments with proper classification of expenditures.
- ◆ Monitor special fund budgets, verify fund availability and approve requisitions, travel requests, employment forms and other items.
- ◆ Prepares budget for ensuing fiscal year providing estimates of income and expenditures including projections in enrollment increases; revised revenue calculation, changes to salary, fringe benefits, and other expenses such as utilities, insurance, etc.
- ◆ Supervises staff in the business office in the:
 - Collection and recordkeeping of cash receipts;
 - Providing assistance to school sites with student body accounting procedures;
 - Reconciliation of the Revolving Cash Fund transactions;
 - Operation of computers for all business functions;
 - Maintaining encumbering and disencumbering schedules;

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- Preparation of budget transfers for Board Resolution between major object accounts;
- Preparation of monthly payroll, including voluntary deductions;
- Monitoring the district's health insurance program, including questions regarding employee benefits;
- Processing of warrants for the payment of expenditures of the COE and District.

QUALIFICATIONS

Knowledge of:

- ◆ State and federal regulations pertaining to county offices and school districts.
- ◆ Financial record keeping methods; general accounting procedures.
- ◆ Function and purpose of an accounting system in public schools.
- ◆ Function and purpose of budgeting in public school systems.
- ◆ Specific types of budgets used in school finance.
- ◆ Modern office methods, techniques and equipment.
- ◆ Basic accounting principles and techniques.

Ability to:

- ◆ Perform complex financial record keeping.
- ◆ Analyze budgets, expenditures and other financial records.
- ◆ Prepare reports accurately.
- ◆ Perform mathematical calculations with speed and accuracy.
- ◆ Operate a typewriter and 10-key calculator with speed and accuracy.
- ◆ Establish and maintain cooperative working relationships with others.
- ◆ Have physical capability sufficient to perform job task.

EXPERIENCE AND EDUCATION

Any combination of training, education and experience equivalent to completion of a Bachelor's Degree in Accounting, Finance, or a related field; five years of progressively responsible accounting experience, preferably within a county office of education of school district.

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in the class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Other Conditions:

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Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of County boundaries to attend meetings.

SALARY: Level IV, Classified Management Salary Schedule