

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

DEFINITION

Under administrative direction, to direct and administer District and County Office fiscal activities, including budget preparation and control, purchasing, payroll, accounts payable, accounting, and risk management accounting activities in accordance with established policies, procedures and law and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Superintendent. Provides technical supervision over staff of the Accounting, Payroll, Purchasing Divisions.

EXAMPLES OF DUTIES

- ◆ Oversee the efficient management of the fiscal affairs operations for the District and County Office.
- ◆ Direct the design, implementation, and coordination of all District and County Office accounting records.
- ◆ Establish federal compliance projects 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 fiscal-related data processing activities.
- ◆ Coordinate and perform complex accounting functions in analyzing, recording, and monitoring income and expenditures for District and County Office general or special funds, preparing financial analyses and special studies.
- ◆ Prepare financial statements and other reports required by the District, County, State, and Federal agencies.
- ◆ Prepare and supervise 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.
- ◆ Monitor special fund budgets, verify fund availability and approve requisitions, travel requests, employment forms and other items.
- ◆ Conduct and coordinate multi-year District and County Office budget planning.
- ◆ Direct the development and implementation of improved budget and accounting procedures.
- ◆ Select, supervise, and evaluate support personnel.
- ◆ Provide structured training program for all subordinate department classification levels in the areas of business, accounting, office practice, and

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related computer operations, engaging in instruction where appropriate.

- ♦ Attend Board of Education and other meetings as required.
- ♦ Perform other related duties as assigned.

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:

- ♦ Establish and maintain effective work relationships with those contacted in the performance of assigned duties.
- ♦ 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~~ computer and 10-key calculator with speed and accuracy.
- ♦ Have physical and emotional stamina to endure additional hours of work, under sometimes stressful situations.

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 or 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

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print.**

Other Conditions:

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 VI, Classified Management Salary Schedule