

DIRECTOR, FISCAL SERVICES**GENERAL RESPONSIBILITIES**

This position reports to the Assistant Superintendent, Business Services, and is responsible for wide financial planning; monitoring and direction of budget services; supervision; assignment of work; evaluation; evaluation of staff members in Payroll, Accounts Payable, and Accounting; and development and maintenance of the financial reporting system.

DUTIES AND RESPONSIBILITIES

1. Develop and recommend to management budgetary policy for the allocation of resources.
2. Prepare District budget including review of past trends, current status and future multi-year projections and submit budget reports to the county office.
3. Coordinate the development of the District's annual budget; monitors school sites, departmental and project budgets to provide assistance and ensure compliance with District and State guidelines and laws.
4. Develop a monitoring system for budget and fiscal processes and advises on fiscal recommendations.
5. Perform data analysis for negotiations and prepare reports to the county on settlements for each bargaining group.
6. Review enrollment/attendance data.
7. Plan, organize, direct, and evaluate the effectiveness of accounting activities.
8. Analyze costs for planning purposes.
9. Train, supervise and evaluate Payroll, Accounts Payable, and Accounting staff members to ensure daily responsibilities are performed.
10. Review and analyze District revenue/expenditure budgets, actual expenditures and account codes, and advise management as needed.
11. Prepare various financial reports throughout the year.
12. Recommend and implement new and revised policies and procedures to maximize operational efficiency and reduce costs.
13. Prepare Board Resolutions as needed to report District's financial status.
14. Work with program directors to ensure budgets are being monitored and adjusted as required.
15. Communicate with administrators and other agencies' personnel as necessary to obtain information and assure compliance.
16. Review and monitor the District cash flow to ensure cash is available to meet payroll and other obligations.
17. Compile and review data for annual public disclosure to various external agencies.
18. Prepare salary schedule adjustments resulting from negotiations.
19. Utilize effective problem solving techniques and strategies in dealing with issues related to the administration of the District, including the business functions.

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20. Assist in the formulation, and development of policies, procedures, internal fiscal controls for the District.
21. Assist in the modification of programs and procedures to assure compliance with established requirements as necessary to maximize operational efficiency and reduce costs.
22. Maintain current knowledge of federal and state laws, codes, rules, regulations and pending legislature relating to accounting and budgetary functions.
23. Interpret and apply federal and state laws and regulations to District programs.
24. Coordinate security set up for District users on Payroll, Time and Attendance, and Financial systems.
25. Coordinate year-end closing process for the District and prepare financial reports to close out the school year.
26. Coordinate, assist and provide fiscal information to external auditors.
27. Perform related duties as assigned.