

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION  
DIRECTOR OF FISCAL SERVICES**

**REPORTS TO:** Assistant Superintendent, Business Services  
**SUPERVISES:** Accounting Manager; Fiscal Services Staff

**DEFINITION:**

Plan, organize, control and direct the functions of the Fiscal Services Department including SLOCOE budgeting, accounting and funds, development and monitoring. Analyze and audit school district budgets, funds, accounts and transactions. Supervise and evaluate the performance of assigned personnel.

**QUALIFICATIONS:**

Required:

1. Bachelor's degree in accounting or related field and five years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years, which must include significant relevant management experience.
2. A valid California driver's license.
3. Ability to obtain Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Experience in a school district, county office of education, or governmental agency.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of planning, organization and direction of the functions of the Fiscal Services Department including the development, monitoring, analysis and auditing of County school district budgets, funds and accounts.
2. Knowledge of general accounting, auditing, budget and business functions of an educational organization.
3. Knowledge of general theory and application of budgetary planning and control in a school system.
4. Knowledge of state and federal standards and requirements concerning the record-keeping and reporting of school district budgets, funds and accounts.
5. Knowledge of generally accepted accounting and auditing principles, practices and procedures.
6. Knowledge of applicable laws, codes, regulations policies and procedures.
7. Knowledge of financial and statistical record-keeping techniques.
8. Knowledge of financial analysis and projection techniques.
9. Knowledge of preparation of financial statements and comprehensive accounting reports.
10. Knowledge of fiscal organization, operations, policies and objectives of school districts in the County.
11. Knowledge of principles and practices of administration, supervision and training.
12. Knowledge of operation of a variety of office equipment including a computer and software.
13. Knowledge of data control procedures and data entry operations.
14. Knowledge of modern office practices, procedures, and equipment.
15. Ability to ensure proper and timely resolution of accounting issues, errors and discrepancies.
16. Ability to interpret, apply and explain laws, codes, regulations, policies and procedures.
17. Ability to communicate effectively both orally and in writing.
18. Ability to operate a computer and office equipment.
19. Ability to analyze situations accurately and adopt an effective course of action.
20. Ability to meet schedules and time lines.
21. Ability to plan and organize work.
22. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills in order to meet multiple deadlines.
23. Ability to establish and maintain positive and effective working relationships with diverse populations.
24. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.

25. Ability to maintain accurate financial and statistical records.

**ESSENTIAL FUNCTIONS:**

1. Plan, organize, control and direct the functions of the Fiscal Services Department including the development, monitoring, analysis and auditing of county school district budgets, funds and accounts.
2. Assist school districts with ensuring fiscal activities comply with applicable laws, codes, regulations, policies and procedures.
3. Assist in the preparation, development, monitoring, review, analysis, maintenance and adjustment of SLOCOE budgets, funds and accounts. Establish and maintain fiscal time lines and priorities. Ensure financial activities comply with established laws, codes, regulations, policies and procedures.
4. Coordinate, direct and participate in financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of SLOCOE funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.
5. Coordinate and direct communications, consultation services, compliance functions, insurance programs, personnel and information to meet school district needs and ensure smooth and efficient fiscal activities. Ensure proper and timely resolution of fiscal issues, conflicts and discrepancies related to county school districts.
6. Supervise and evaluate the performance of assigned personnel. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Coordinate staff work assignments and review work to assure accuracy, completeness and compliance with established requirements.
7. Provide fiscal support services and serve as the fiscal agent for assigned programs, such as School Insurance Program for Employees, Special Education Local Plan Area. Audit transactions to assure compliance with established requirements. Provide technical assistance concerning program functions, funding, and other related fiscal activities.
8. Provide technical information and assistance to the Assistant Superintendent-Business Services concerning external fiscal functions, needs and issues. Assist in the formulation and development of policies, procedures, internal controls and programs.
9. Review, analyze and provide recommendations concerning public disclosures and collective bargaining agreements.
10. Attend and conduct meetings and attend conferences; Develop, implement, coordinate and conduct training workshops for school district personnel. Prepare and deliver oral presentations. Attend and participate during in-services as directed.
11. Perform other duties as required within the scope and skill level of the job classification.

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 45
Adopted 7/23/14
Revised: