

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUPERVISORY POSITION

JCN: 198  
RANGE: 168  
EXEMPT

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### DISTRICT FINANCIAL SERVICES SUPERVISOR

#### **BASIC FUNCTION:**

Under the direction of the Senior Director, District Financial Services, perform professional and highly complex school finance duties involved in the development, maintenance and support of school district, charter school and Joint Powers Agency (LEA) financial management activities including budget development, financial reporting, accounting, and auditing; provide consultation and/or technical assistance to County Superintendent departments, and LEA business staff, as required; and supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Analyze and advise LEAs regarding the financial effects of proposed salary schedule adjustments or other elements of proposed collective bargaining agreements.
- Analyze LEA general ledgers and other financial information for compliance with applicable laws and regulations, as well as to identify opportunities for enhanced support of education program needs; collaborate with LEA administrators and business staff regarding financial management in support of education programs; participate in inter-departmental program/fiscal intervention activities; prepare and present information to LEAs' governing boards as needed.
- Communicate with various county office departments, LEAs and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; consult with county office and LEA personnel regarding the financial status of special funds and accounts; coordinate information with the California Department of Education and other agencies and organizations to ensure effective and accurate accounting procedures.
- Participate in the selection and evaluation of District Financial Services staff as appropriate.
- Perform professional and highly complex duties involved in the development, maintenance and support of LEA financial management activities including budget development, financial reporting, accounting, and auditing; evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed; assist with fiscal policy and procedure development; and ensure that county office fiscal guidance to LEAs is compliant with applicable laws, codes, rules, regulations, policies and procedures.
- Plan, organize and conduct orientation and in-service training programs and workshops regarding budget development, expenditure control, disbursement procedures and other related fiscal matters.
- Plan, organize, control and support the direction of operations and activities of the District Financial Services Department with the Senior Director of District Financial Services; direct the financial analysis and auditing work programs assigned to accountants and accounting technicians; coordinate financial activities involving the County Auditor-Controller/Treasurer-Tax Collector's Office; oversee data collection and preparation of Federal and State financial reports; analyze and monitor fiscal trends with fiscal solvency implications for LEAs.
- Provide assistance and technical information to the Senior Director of District Financial Services as required; participate in the development and implementation of policies and procedures.
- Serve as a fiscal liaison between LEAs or other governmental agencies and the County Superintendent. .

- Train LEA staff to prepare budgets and interim reports including multiyear financial projections and cash flows, implement year-end closing procedures, prepare unaudited actuals, prepare budget revisions and journal entries, and a variety of other accounting and finance activities.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Accounting, budget planning and fiscal record management, storage and retrieval systems.
- Computer accounting systems, systems analysis techniques, spreadsheets, computer accounting and financial forecasting.
- Cost and general accounting, fiscal planning, and audit procedures.
- Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control and fiscal record management and reporting processes.
- Principles and practices of supervision and training.
- Principles, methods, practices, and procedures concerning LEA accounting and financial record management and reporting systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Establish and maintain cooperative and effective working relationships with others.
- Evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed.
- Meet schedules and timelines.
- Perform a variety of specialized and technical duties involved in the development, maintenance and support of LEA finance and accounting activities.
- Plan and organize work.
- Plan, organize and conduct in-services, workshops and training seminars.
- Prepare comprehensive narrative and statistical reports.
- Prepare records and reports related to assigned activities.
- Provide assistance and technical information to the Senior Director of District Financial Services.
- Provide consultation and technical assistance to LEA personnel, accountants and others as required.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Finance, Accounting, or related field preferred.

##### **EXPERIENCE:**

- Five years increasingly responsible recent school district accounting experience in preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control and financial and budget reports in a moderately large organization.

##### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: October 1, 2009  
Revised: October 1, 2017