

# RESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 392  
EXEMPT

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### SENIOR DIRECTOR – DISTRICT FINANCIAL SERVICES

#### **BASIC FUNCTION:**

Under the general direction of the Deputy Superintendent, Business Services, supervise and coordinate the operations and activities of the District Financial Services Department for the Fresno County Superintendent of Schools (FCSS); plan, develop, direct, and supervise the fiscal oversight of school districts and other local education agencies (LEAs) in Fresno County as mandated by the California Education Code; direct and supervise the preparation, monitoring, reviewing, auditing and approval of fiscal and attendance transactions for LEAs; provide fiscal advice to make financial decisions that promote long-term financial solvency; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Analyze fiscal impact of new and/or proposed legislation on the financing of programs and provide related advice and guidance to school district and county office administrators.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.
- Direct, participate in, and monitor the development and implementation of departmental goals, objectives, priorities, policies, and County Superintendent policies as appropriate to support efficient and accurate fiscal oversight and support activities and compliance with applicable laws and established procedures.
- Participate in the formulation of county office and school district financial guidance; forecast trends and participate in planning with external agencies.
- Plan, develop and implement assigned budgets; control and authorize expenditures in accordance with established limitations.
- Plan, organize, control, direct and implement fiscal oversight of school districts, including preparation, monitoring, review, auditing, and approval of financial and attendance transactions; budget and interim report reviews, approvals, and certifications; audit corrective actions reviews and approvals; commercial warrant audits; collective bargaining agreement analysis; non-voter-approved debt analysis; and receipt, distribution and reconciliation of state and local revenues.
- Provide guidance on proper records management practices.
- Provide technical advice and coordinate direct fiscal management services to school districts; interpret and provide guidelines, applicable regulations, and policy provisions; respond to concerns and requests for information; and provide solutions to related problems.
- Provide technical expertise, information and assistance to the Deputy Superintendent regarding District budgets and financial and accounting activities; advise the Deputy Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Represent FCSS and school districts on appropriate local and state committees.
- Research, coordinate, provide, and/or present school business information at meetings, in-services, and fiscal training programs for school district staff or governing boards, other LEA personnel, District Financial Services staff, and others as needed.
- Serve on the steering committee for the design, implementation, and review of the Everest financial system; provide financial system training and support to school districts.
- 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.
- Adhere to the schedules, policies and procedures as determined by the Fresno County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- 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:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Board policy, administrative regulations and Superintendent policies.
- Financial analysis and projection techniques.
- Financial and statistical record-keeping techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Grant Accounting.
- Planning, organization and direction of operations and activities of District Financial Services.
- Principles of management, supervision, and training.
- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standard business practices, procedures, and internal controls.
- State and federal time lines and processes.
- Statistical, research, and survey methods.
- 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:

- Coordinate activities, information, personnel and resources to assure program operations run smoothly and effectively.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Direct, prioritize, and schedule assignments.
- Effectively organize and prioritize assigned work.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare clear and concise written correspondence; prepare and deliver oral presentations.
- Prepare comprehensive narrative and statistical reports.
- Prepare, present, and monitor financial trends and activities.
- Principles and practices of administration, supervision and training.
- Provide leadership on financial issues.
- Provide school business-related advice, support and oversight to school districts
- Represent the County Superintendent to school districts.
- Work with accuracy and attention to detail.
- 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.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- 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:

- Bachelor's degree in Accounting, Business Administration or a related field.
- Master's degree preferred.

##### EXPERIENCE:

- Five (5) years of school business experience with increasing supervisory responsibility.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Chief Business Official (CBO) certification preferred.
- 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: July 1, 2013

Revised: July 1, 2018