

Salinas City Elementary School District

REPORT TO BOARD OF TRUSTEES	BOARD MEETING DATE:	School Site Plan Reference Page
		10/10/16
DATE: October 3, 2016 FROM: Gerald Stratton, Assist. Sup. of Business Services SIGNATURE:	Approved By	Date:
	Asst. Supt.: Bus. Dept.	<i>J.S. Pamm</i>
	Asst. Supt.: Ed Serv.	<i>J. Sanders 10/6/16</i>
	Asst. Supt.: Human Resources	<i>[Signature]</i>
	Superintendent:	<i>M. [Signature]</i>

SUBJECT: Fiscal Director Position-INFORMATION

ATTACHMENTS: Fiscal Director Job Description

RECOMMENDATION:

That the Board adopt the Fiscal Director Job Description and approve hire of the Fiscal Director.

ANALYSIS:

Financial management workload and complexity of that workload in the Business Department has steadily increased as new fiscal management funding models have been fielded, additional responsibilities and compliance requirements have been placed on specified State and federal funding, and as enterprise funds such as the Cafeteria Fund and the Fresh Fruit and Vegetable Grant program have required more intense management. Auditing scrutiny has also increased. The Fiscal Director will replace the Controller position creating alignment of our district with that of similar sized districts, compensates the fiscal department leader appropriately, and also makes the district competitive for future recruitment. It ensures completion of all work with accuracy and precision, improves external reporting to CDE and federal agencies and improves internal auditing, among other things.

FISCAL IMPACT:

The range is aligned to the SCESD Director salary schedule adjusted four additional days, 229 vs. 225. The salary range is \$105,998-\$138,774.

PROGRAM IMPACT:

Improved financial reporting, budget development and execution and support for site budgets.
Competitive recruiting.

Salinas City Elementary School District

TITLE: Director, Fiscal Services

REPORTS TO: Assist Superintendent, Business Services

DEPARTMENT: Business Services

CLASSIFICATION: Classified Management

BOARD APPROVAL:

WORKYEAR: 229 Days

SALARY: \$105,998 - \$138,774

DEFINITION:

Under the general direction of the Assistant Superintendent of Business Services, plan, organize and supervise the accounting, accounts payable, fiscal reporting and payroll services; perform professional accounting duties related to financial and budget functions; provide highly responsible technical assistance to the Assistant Superintendent and exercise direct supervision over budget, accounting, accounts payable, payroll and benefits functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs the delivery of fiscal services, including budget preparation and monitoring, internal control, accounts payable, fiscal reporting and payroll services.
Supervises and reviews the payroll attendance systems, financial controls and revolving funds.
- Prepares and reviews State and Federal reports including all SACS reporting filed with CDE, and federal and state reimbursable projects.
- Recommends development of accounting systems and other business procedures.
- Selects, supervises trains and evaluates assigned staff.
- Recommends changes and improvements in the accounting, accounts payable and payroll reporting activities of the Business Office.
- Develops bulletins, memoranda, reports and other communications to schools and internal staff regarding State reporting systems' development changes and Business Office procedure.
- Acts as liaison with external auditors.
- Prepares complex financial, statistical and analytical studies to assist in the formulation and revision of budgets, programs, enrollment projections, and to assist in bargaining unit negotiations.
- Audits district business procedure.
- Monitors the handling of cash receipts and deposits.
- Monitors the use district credit cards to ensure accuracy, to preclude personal use and for legal compliance.
- Designs, facilitates and conducts in-service training programs for Business Office staff and for other district and school staffs in business related areas.
- Assists schools in preparation and monitoring of site budgets.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements relating to California public school budgeting, accounting and reporting
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, Trustees and staff.
- Principles and techniques of budget development and administration, accounting and financial administration and reporting
- Effective auditing, reporting and cash management techniques and practices
- Research methodologies applicable to the analysis of finances and policies
- Principles of supervision, training and evaluation

EDUCATION and/or EXPERIENCE:

- Any combination equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting, business or equal years of business accounting experience.
- Two years of public sector accounting or auditing expertise
- Direct experience and expertise with automated financial systems
- Two years of experience in a related supervisory capacity in a school district
- Possession of a valid California driver's license
- Chief Business Official certificate is highly desirable

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Significant and extended use of monitors/computer screens is required.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.