

TITLE: DIRECTOR I, FISCAL SERVICES

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum
2. Bachelor's degree in accounting desirable
3. School accounting experienced preferred

FUNCTION: To maintain overall responsibility of budgeting and financial systems of district

REPORTS TO: Superintendent

SUPERVISES: Staff as assigned

RESPONSIBILITY:

1. Coordinates budgeting and accounting systems in accordance with adopted budgeting and financial accounting procedures
 2. Ascertains adequate and proper collection of district's revenue
 3. Prepares annual budgets for funds of district including state and federal projects
 4. Prepares budget projections and checks budget against actual request and costs
 5. Prudently invests district surplus funds
 6. Performs legislative analysis on bills affecting school budgeting and finance
 7. Prepares budget and accounting reports required for district, county, state and federal agencies
 8. Maintains system of employee insurance programs as authorized by Board of Education
 9. Directs liaison with district, state and federal auditors
 10. Maintains appropriate financial accounting, accounts payable and payroll systems
 11. Researches and develops data processing programs for use in budgeting and financial areas
 12. Oversees proper coding of district expenditures to correct budget classifications
 2. Maintains system of financial accounting
 3. Budgets for all funds including state and federal projects
 4. Maintains control on budget and actual costs
 5. Develops and maintains investment policy as adopted by Board of Education
 6. Interprets legislative bills
 7. Supervises preparation of all required financial budget reports
 8. Coordinates employee insurance programs
 9. Ensures district cooperation during audits
 10. Supervises financial, accounts payable and payroll personnel
 11. Maintains up-to-date systems for budgeting and financial accounting
 12. Maintains integrity of account classifications
 13. Recommends changes in budgeting and financial procedures to superintendent
 14. Attends meetings of the Board of Education and other meetings as directed
 15. Performs other related duties as assigned
 13. Develops new budgeting and financial procedures
- AUTHORITY:**
1. Maintains system of budget and financial accounting

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable