

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR – FISCAL SERVICES

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, plan, organize and oversee the District's accounting, payroll and financial record-keeping activities; establish and revise accounting procedures and controls; perform complex accounting activities related to the preparation, maintenance and accuracy of financial records, accounts and reports for the District; oversee the administration and implementation of the SELPA budget, Medi-Cal Administrative Activities (MAA) and Local Educational Activities (LEA) programs; supervise, train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and oversee the preparation of interim and annual financial and cost accounting information for District, State and federal reports as requested; establish and maintain journals, ledgers and other fiscal-related schedules.

Prepare and oversee District record-keeping in areas related to budget control, payroll and disbursement of funds.

Advise and assist the Director in the financial administration of projects and accounts.

Advise administrators, school site and district staff regarding various fiscal policies and procedures as needed.

Prepare, analyze and report budget data for internal and external users such as Administration, Board committees, sites, and others; prepare comprehensive and accurate financial reports.

Conduct regular internal audits of District funds and programs, accounts such as student body funds and district related booster clubs and 501(c)3 organizations, and identify and resolve discrepancies.

Oversee and participate in the opening, verification, balancing, reconciliation and adjusting of accounts, including general ledgers, payroll registers, income tax and other assigned accounts; post, arrange and balance accounting records and budget information.

Compile, prepare, and submit completed financial reports pertaining to the SELPA program to federal, state, and county agencies.

Compile, prepare, and present periodic financial information to SELPA members and related personnel.

Coordinate the collection of data from member SELPA districts; confer with federal, state, county, and district representatives in the compilation and maintenance of financial reports.

Monitor the income and distribution of all Special Education funding.

Provide technical assistance to District personnel regarding accounting and budgeting policies, procedures, and requirements.

Plan, organize and coordinate billing, training, documentation and audits for the Medi-Cal Administrative Activities (MAA) and Local Educational Activities (LEA) programs.

Establish and maintain effective communications with program personnel in the District, LEA Collaborative and Medi-Cal Billing Contractor.

Oversee and perform duties related to billing, compliance, training, documentation and audits for the MAA and LEA programs to maximize funding for the District; ensure compliance with legal documents for the MAA and LEA programs.

Coordinate proper training for district and school site participants; maintain and distribute informational materials for MAA and LEA programs; assist MAA program participants with the proper and timely completion of time surveys; assist LEA program participants with the proper and timely completion of service logs.

Submit all surveys and service logs to Medi-Cal Billing Contractor.

Assist the Medi-Cal Billing Contractor in the preparation, maintenance and submission of detailed quarterly invoices and financial reporting to funding agencies; prepare and maintain annual Medi-cal budgets; organize and maintain audit files.

Recommend and update the District's accounting procedures and structure as necessary to comply with federal, State, and local funded special program requirements.

Develops scenarios for District Administration to maximize funding and use of funds; implements adopted plans.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments to meet established time lines.

Assist in budget development; provide cost analysis for capital and other projects; project cash flow and other financial resources; coordinate the completion of special fiscal projects as assigned.

Prepare and analyze profit and loss statements applicable to special programs; compile, review, research, and analyze pertinent fiscal data and present findings.

Compute, compile, review and monitor year-end closing procedures; prepare or oversee the preparation of year-end closing and adjustment entries and other annual procedures.

Assist District, County, State administrative staff and auditors as needed and serve as lead person in preparation of data requests for annual audits.

Communicate with, and provide timely financial data to, various District departments and personnel; answer questions regarding accounting and budgeting functions, transactional processing or financial information and schedules, obtain information and resolve issues; provide technical expertise and direction regarding accounting issues and discrepancies.

Review the preparation of regular financial statements to assure compliance with financial controls, practices and Generally Accepted Accounting Principles; prepare complex financial and statistical reports and summaries related to accounting operations and activities.

Operate a computer and assigned software systems; operate standard office equipment as assigned.

OTHER DUTIES:

Fill-in as Director of Fiscal Services, as required. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in accounting, budgeting and auditing work.

Generally Accepted Accounting Principles.

Preparation of financial statements and comprehensive accounting reports.

Preparation, review and control of assigned accounts.

General accounting and business functions of a school district.

Budget preparation and control.

Position control systems.

Financial and statistical research and record-keeping techniques.

Applicable laws, codes, rules and regulations.

Correct business English, grammar and composition.

Operation of office equipment including a computer and assigned software.

Business mathematics.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and oversee the District's financial and accounting record-keeping activities.

Perform complex accounting, financial and budgeting analysis.

Prepare and maintain accurate financial and statistical records and statements.

Train and evaluate the performance of assigned personnel.

Verify, reconcile, balance, audit and adjust assigned accounts.

Make mathematical computations with speed and accuracy.

Compare numbers, check for reasonableness and detect errors efficiently.

Utilize accounting and auditing practices and terminology applicable to public sector accounting.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop and implement work procedures and financial record-keeping systems.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or public administration and two years of responsible experience in financial record-keeping, bookkeeping or governmental accounting.

LICENSE REQUIRED:

Possession of a valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.