

DIRECTOR - ACCOUNTING AND BUDGETING

Definition:

A management position directly responsible to the Assistant Superintendent of Business Services, shall be responsible for the preparation and maintenance of the District budget and shall organize and direct the District accounting and financial record keeping activities; establish and revise accounting procedures; conduct accounting analysis and prepare financial statements; conduct audits of District funds and accounts, and do other related work as required.

Examples of Duties:

Prepares and maintains District budget; plans, organizes and directs the work of fiscal services including budget control records and the proper disbursement of funds for materials, supplies, and equipment; directs the attendance accounting and reporting process for the District; prepares a variety of financial statements and conducts special financial or statistical research or analytical studies to assist administration or Board of Education in the formulation of new policies and planning of new or revised programs; trains, instructs and supervises the personnel of the Accounting Department; develops and implements new procedures as needed; maintains records of expenditures and income; maintains records of balances of appropriations; prepares report of costs and statements of income, expenditures and reserves; conducts audits of all District funds and accounts; develops and implements internal control procedures for all District accounts; participates in meetings and work assignments outside normal work hours; other related duties.

Minimum Qualifications

Knowledge of:

Generally accepted accounting principles; cost accounting applicable to all phases of District operations; Governmental accounting procedures and California School Accounting Manual, operation of a personal computer and computer terminal; principals and practices of supervision and training; budget preparation and control.

Ability to:

Direct the accounting program of the District; prepare clear and concise financial reports; directs and prepares District Budget, accounting and fiscal procedures and policies; instruct, train, and supervise personnel in accounting methods and procedures; write and initiate systems applicable to a school district's financial operations; supervise general cost accounting system; evaluate new techniques and methods in the

**CULVER CITY UNIFIED SCHOOL DISTRICT
DIRECTOR - ACCOUNTING AND BUDGETING**

Management Position

accounting field for their possible application to District operations; understand and carry out general oral and written directions.

Education and Experience:

Graduation from a recognized college or university with a major in accounting and three to five years of increasingly responsible fiscal management experience involving accounting, financial analysis, budget preparation and control, preferably in a public school setting.