



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

May 2012

### **Assistant Director, Fiscal Services**

#### Primary Function

Under the direction of the Director, Fiscal Services, the Assistant Director, Fiscal Services will assist in the planning, organization, coordination, and direction of the District's accounting, budgeting, fiscal planning, financial reporting, and payroll operations and activities; supervise and evaluate the performance of assigned personnel; perform other related duties as assigned.

#### Duties and Responsibilities

Assists in the coordination and supervision of the day-to-day operations in the Fiscal Services Department including District-wide payroll and accounting business units; plan, organize, and perform a variety of professional-level fiscal functions ensuring compliance with applicable regulations, requirements, policies, and procedures; work effectively with external auditors to ensure efficient and responsive auditing of District accounts; acts as a liaison between the Fiscal Department, other District departments, and sites. Evaluates and improves the overall effectiveness of customer service for programs; interviews, selects, trains, evaluates, coaches, motivates, and improves the performance of employees; completes a variety of statistical and activity reports; responsible for internal audits of A.S.B., cash controls, and year-end closing; confers with other departments and governmental agencies regarding proposed or existing accounting projects or problems; assists in the direction and coordination of the maintenance of records of expenditures and income from a wide variety of accounts and funding sources, and other duties as assigned.

#### Education and Experience

##### Education:

- B.A. in Business Management, Accounting, or other;
- Graduate level education or training is highly desirable.

##### Experience:

- Four years of full-time supervisory or technical level experience in accounting, payroll, finance, purchasing, or contracts administration;
- Experience in a school setting and additional relevant experience may supplement the education requirement.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of accounting and financial administration and auditing;
- Federal, state, and local laws relating to California school accounting, development and control, and financial services;
- Principles and practices of personnel management, supervision, organization, management, and budget preparation.

Ability to:

- Communicate well, both orally and in writing;
- Interpret data;
- Exercise leadership role to improve focused collaboration and cooperative planning;
- Plan, organize, and coordinate a variety of projects simultaneously;
- Work cooperatively with other staff members, community, and outside agencies.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 204X
- 12 months