



Hemet Unified School District
1791 W. Acacia Ave., Hemet, CA 92545 (951 765-5100)

ASSISTANT DIRECTOR OF FISCAL SERVICES

DEFINITION/DISTINGUISHING CHARACTERISTICS

Under supervision from the Director of Fiscal Services within a standard operational framework of policies and procedures. This single position classification is distinguished by major responsibility for central budgeting, accounting and other related fiscal activities on a districtwide basis. The incumbent will assist in the development of the annual district budget, including, but not limited to, the calculation and projection of base revenue limits, estimated income and expenditures for all funds; provide monitoring and oversight of the budget, technical assistance, and internal audit of A.S.B. programs; and maintain cash controls for the District. The incumbent will have responsibility for supervision of accounting division personnel and all financial services personnel in the absence of the Director.

EXAMPLES OF DUTIES

Monitors and analyzes budget income, encumbrances, and expenditures to insure that expenditures are equal to budget allocations; analyzes budget transfer requests, and recommends approval and approves transfer of budgeted funds in accordance with the established procedures; develops, compiles, edits and approves a variety of fiscal reports for County and state agencies; provides consultation and training for school site and district administrative personnel to assure understanding of fiscal processes; prepares special financial analyses and reports, or special projects as needed; assists Director in annual budget development; monitors and analyzes categorical income, encumbrances and expenditures to insure that expenditures are equal to budget allocations; monitors accruals, including direct monitoring of accounts receivable; visits sites, conducts in service workshops, and performs A.S.B. internal audits; and supervises and evaluates accounting division staff.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of California public school and district accounting, including relevant laws within the Education Code and California accounting manuals; Principles and procedures for accounting, fund accounting and school district accounting, state and federal requirements and finances; District fiscal policies, organization, operations and objectives; Correct English usage, spelling, grammar and punctuation; Accounting and statistics required for the preparation of reports; and principles of supervision and evaluation.

Ability to: Interpret and implement complex governmental regulations and directives; Operate computer and various office machines; Assist in the development of the annual district budget for all funds; Prepare complex financial reports, including analyses and recommendations; Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties; Maintain the confidentiality of information used in labor relations or other personnel and fiscal processes; and manage, supervise and evaluate personnel performance.

EDUCATION AND EXPERIENCE

Minimum of five (5) years of documented school and/or related accounting experience, including demonstration of leadership skills and abilities. Bachelors degree in accounting or related field from an accredited institution is desirable.

Hemet Unified School District

ASSISTANT DIRECTOR OF FISCAL SERVICES

(Continued)

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess a valid and appropriate California Driver's license and maintain possession of such license during the course of employment, have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment. Other certificate(s) and/or license(s) may be required to comply with federal, state and/or local regulations.

SPECIAL REQUIREMENT

Must be bondable.

EMPLOYMENT STATUS

Classified Management Position.

August, 1999