

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-FISCAL COMPLIANCE**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Finance and School Support or designee plan, organize and maintain fiscal compliance and internal controls related to District-wide budget, categorical budgets, program budgets and accounting activities; direct internal audit-related activities; prepare financial and budget reports required by the State, County, District administration, Federal agencies and the Board of Education; perform internal control and compliance reviews related to annual independent audit; train and supervise the performance of assigned personnel on audit-related processes and procedures.

#### **ESSENTIAL FUNCTIONS:**

Develop and implement reporting procedures and internal controls for the purpose of maintaining accurate records and compliance with District policies and State and Federal regulatory requirements.

Plan, organize and recommend fiscal activities in order to maintain District fiscal compliance; identify discrepancies of financial information; implement improvements in the District internal auditing control.

Conduct activities related to year-end closing and coordinate the audit of the official financial records of the District.

Develop and implement District auditing guidelines, timelines, policies and procedures as they relate to fiscal compliance and accountability; analyze and review budgetary and financial data; identify discrepancies of financial information and implement improvements in District's internal accounting controls.

Compile financial and statistical data; prepare related reports and submit to local, County, State, Federal and other funding agencies.

Identify and prepare detailed reports, recommend corrective action for potential areas of weakness or risk exposure.

Conduct audits of student body funds, cafeteria cash collections, school activities, adult education fees, developer fees, travel claims and other areas as appropriate.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develop, implement and monitor accounting systems for a variety of financial functions; coordinate required audits of the District.

Perform research and direct the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, Federal agencies, administration and the Board of Education.

Provide technical expertise, information and assistance to the Associate Superintendent regarding District budgets and related programs; participate in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Associate Superintendent of trends or problems and recommend appropriate corrective action.

Communicate with administrators, personnel, outside organizations, auditors and the community to coordinate activities and programs, resolve issues and conflicts and exchange information.

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions, as appropriate.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and implementation of District-wide compliance reviews.

Budget administration, preparation and control.

Financial analysis and projection techniques.

Generally accepted accounting and auditing principles, practices and procedures.

District accounting and budget functions, policies and procedures.

Financial and statistical record-keeping and report preparation techniques.

State Average Daily Attendance (ADA) accounting reporting requirements.

California School Accounting rules and procedures.

Student Body accounting rules and procedures.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

**ABILITY TO:**

Plan, organize and coordinate the collection and reporting of District financial data.

Evaluate financial data and work collaboratively with others to resolve issues.

Coordinate internal control reviews with District departments and programs.

Plan, organize, train and direct the activities of assigned personnel.

Prepare financial and budget reports required by the State, Federal agencies, administration, and the Board of Education.

Analyze financial data and prepare forecasts and recommendations.

Compile financial and attendance data and prepare related reports.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years increasingly responsible experience in the administration of school budgets or accounting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.