

FISCAL SERVICES COORDINATOR**DEFINITION:**

Under general direction of the Assistant Superintendent, Business Services, plan, direct, organize and supervise management of the District's Budget Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise District's Budget Department including financial reporting of categorical programs and position control.
- Assist site administrators and others in budget development.
- Conduct financial projections and analyses of District income and expenditures relative to budget planning.
- Oversee management of chart of accounts to ensure State Account Code Structure (SACS) compliance.
- Analyze financial impact of proposed legislation.
- Plan, advise, and coordinate budgeting functions, statistical and financial analysis.
- Prepare California Department of Education Annual Financial Budget and Interim Reports.
- Prepare current and long-range budget projections including multi-year projections.
- Analyze financial impact of collective bargaining requests.
- Manage self-insurance fund budgets, review experience and evaluate reserve requirements.
- Prepare and review board agenda items.
- Propose or initiate changes to financial software programs.
- Participate in the selection of subordinate personnel, training of employees, evaluate work, recommend transfer, promotion and retention.
- Assist external auditors during fiscal audits.
- Assist in year-end closing.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles and practices of public school finance including: budget, accounting, auditing, principles of system analysis and computerization.

Ability to:

Plan, organize and supervise budgeting activities; train and evaluate assigned personnel; interpret, apply and explain laws, codes, rules, regulations, policies and procedures; perform a variety of technical duties with strong skills in business computer platforms; analyze fiscal data, identify anomalies and resolve errors; prepare clear, concise and accurate correspondence, reports and other written materials; organize and prioritize work and adhere to established deadlines; maintain effective harmonious relationships with administrators, department heads, other employees and the public.

Experience:

Five years of progressively responsible experience in administration or fiscal management, preferably in a school district environment.

Education:

A Bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: January 21, 2016

Revised/Board Approved: September 13, 2018