

D Q G I R U H F D V W Financial Position, Interview, Select, Manage and evaluate the performance of assigned staff

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, direct, and coordinate the district accounting, budgeting, payroll and fiscal functions and activities including risk management and fiscal administration of school construction projects

Coordinate, direct and participate in financial recordkeeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with

Provide technical information and assistance to the Assistant Superintendent Business Services concerning Department operations and District accounting and budgetary functions, needs and issues; assist in the formulation and development of fiscal policies, procedures and programs; and with district administrators regarding specific budget issues.

Plan, organize, control and direct risk management operations and activities including the establishment and maintenance of insurance policies, development and implementation of loss control strategies and processing R I O L D E L O L W \ S U R S H U W \ D Q G : R U N H U V ¶ & implement and evaluate risk management policies and procedures.

Coordinate, direct and participate in financial record keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of District funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with standards and requirements.

Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District; compile and analyze enrollment information to identify trends and include in budget projections.

Provide specialized accounting support for collective bargaining activities; oversee and participate in providing technical assistance and support in projecting and determining fiscal impact of negotiated V H W W O H P H Q W V R Year Financial Outlook, prepare alternative scenarios; maintain



Direct specialized accounting activities to assure accurate Average Daily Attendance (ADA) reporting for the District

Establish and maintain various insurance policies.

Plan, FRRUGLQDWH DQG RYHUVHH UHVSRQVH WR OaiaaE L O L W \

Analyze financial data and prepare forecasts and recommendations.

Provide leadership to develop and retain highly competent, service-oriented Fiscal Services staff and teams through management practices that support staff in connecting with District mission objectives, and quality expectations

Reaching overhead, above the shoulders and ~~daily~~.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pou

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Preplacement Physical and Drug Screen