

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:** DIRECTOR OF FISCAL SERVICES                      **Salary Range:** 28  
**Employment Category:** Management/Supervisory                      **FLSA Designation:** Exempt

**Job Summary:**

Under direction, manages, supervises plans, organizes and coordinates the financial, accounting, budgetary, payroll and risk management functions for the District ensuring compliance with District, State and Federal requirements.

**Essential Job Functions:**

- **Assists** and advises the district on financial issues for the purpose of ensuring fiscal accountability and compliance with district, Federal, State and local rules and regulations.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Establishes** and maintains district policies and procedures, advising the district administration on accounting, financial and budgetary functions for the purpose of ensuring the highest level of service and compliance with Federal, State, local and district rules, regulations and guidelines.
- **Manages**, oversees and directs the financial, accounting, budgetary, payroll and risk management functions of the district for the purpose of ensuring that all tasks are performed in accordance with District, Federal and State rules, regulations and guidelines.
- **Manages** and supervises personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.
- **Manages** and oversees budget functions for the district (e.g. general fund, restricted and unrestricted, auxiliary funds, short term debt program, district investments, tax and revenue anticipation notes, property taxes, payroll functions, etc.) to include performing and overseeing the planning, reconciling and identification of long range and short term fund requirements for the purpose of ensuring compliance with budgetary limitations; and, providing guidance to district personnel.
- **Manages** the accounting functions of the District (e.g. accounts payable, accounts receivable, student attendance, nutrition services, associated student body funds, etc.) for the purpose of ensuring compliance with budgetary limitations and all applicable district, state and federal rules, policies, procedures and guidelines.
- **Oversees** plans and organizes the coordination of the district risk management program to include workers compensation, employee benefits and property and liability insurance for the purpose of ensuring compliance with district, state and federal rules, policies, procedures and guidelines.
- **Oversees** and performs preparation of financial statements and reports for the purpose of ensuring compliance with the needs of the organization and district, state and federal rules, policies, procedures and guidelines.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in analyzing situations accurately and adopting an effective course of action. Skill in the use of English in both written and oral communications. Knowledge of the federal and state rules, regulations and policies pertaining to fiscal services. Knowledge of fiscal and accounting rules and regulations. Knowledge of computer hardware and software and applicable software applications. Ability to make administrative decisions and plan and manage projects.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification; have the ability to occasionally lift moderately heavy objects weighing up to 52 pounds, frequently lift up to 5 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside with exposure to minor contagious illnesses (colds, flue, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other atmospheric conditions include Fumes/Odors: Copier and copier products; paper dust generated from the use of paper goods, dust, etc.
- **Education and Training Required:** Bachelors degree in Accounting, Business Administration, Public Administration, or related field and five (5) years of experience in accounting, budgeting and/or finance which included three (3) years of supervisory experience; OR, nine (9) years of increasingly responsible experience in accounting, budgeting and/or finance which included three (3) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California Drivers license.

Personnel Commission:12/03/97  
Board of Education: 04/21/98  
Salary Modification: 07/01/00  
Personnel Commission: 01/26/06