



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: DIRECTOR OF BUDGET AND FISCAL SERVICES
REPORTS TO: Deputy Superintendent of Business Services **SITE:** District Office
CLASSIFICATION: Management **WORK YEAR:** 221 Days
SALARY: Administrator-Manager Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: 08/24/2015

JOB SUMMARY:

Under administrative direction and in coordination with the Deputy Superintendent of Business Services, the Director of Budget/Fiscal Services assists the Deputy Superintendent of Business Services in preparing and monitoring the District funds and budgets; coordinating, controlling and maintaining the District's financial system; supervises the Fiscal Services staff; and prepares a variety of financial reports and documents in support of departmental operations. The Director of Budget/Fiscal Services will direct, supervise and formally evaluate the work of the assigned staff.

This job classification requires a broad, technical knowledge of budgeting procedures and school accounting operations and provides supervisory and administrative directions to departmental staff ensuring that District budget functions, procedures, and reports are compliant with State and County Office requirements and reports are submitted in a timely manner.

ESSENTIAL FUNCTIONS:

1. Establish, implement, coordinate, control and maintain the District's fiscal budget system.
2. Monitor and evaluate procedures and make recommendations for appropriate technology and software programs used in Fiscal Services.
3. Monitor and maintain the District's State and local bond construction budgets.
4. Prepare and submit various State and Federal financial reports.
5. Coordinate the year-end close and annual audit with the Manager of Accounting Services.
6. Authorize budget source documents and records.
7. Perform internal audit functions for District budgets and programs.
8. Prepare and maintain confidential data and files related to the negotiation processes.
9. Assign, schedule, train, direct, supervise and formally evaluate the work of Fiscal Services personnel.
10. Verify personnel staffing by budget formula and perform special financial or fiscal projects to assist the administration.
11. Act as an information source to staff, administration, program managers, governmental agencies, the County Office of Education, and others regarding District budgeting and accounting procedures, policies, reports, requirements and standards.
12. Assist the Human Resources Department in developing and implementing staff development programs for members of the Fiscal Services Department.
13. Attends staff, department, and other meeting as required (i.e. Board meetings, Athletic Booster meetings, Deputy of Superintendent of Business Services meeting, various County Office of Education meetings).
14. Establish policies and procedures for school and department personnel relating to attendance, associated student body and financial transactions.
15. Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Candidate must be able to perform essential duties above with or without accommodation.

QUALIFICATIONS:

Education/Training Experience:

- Bachelor's degree major in accounting or business administration, desirable.
- Five years of increasingly responsible professional accounting experience, preferably including some experience in a California public school district.

Essential Skills/Ability To:

- Effectively implement the principles and practices of governmental accounting and budgeting.
- Analyze and recommend changes in existing policies, procedures and methods.
- Effectively interpret and apply the provisions of the Education Code School Accounting Manual.
- Communicate effectively in both oral and written forms.
- Quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problems identified.
- Establish and maintain effective working relationships with staff, Office of Public School Constructions, County Office of Education, administrators, and the public.

Thorough Knowledge of:

- State, federal and local laws, regulations, and codes pertaining to school financial and fiscal record keeping and reporting requirements.
- Generally accepted accounting principles and practices.
- Data processing operations and capabilities as applied to fiscal record keeping operations.
- Principles and practices of governmental accounting and budgeting as they relate to California school districts.
- Principles and practices of leadership, supervision, and training.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- While performing the duties of this job, the incumbent is regularly required to sit, use hands and finger to operate a computer keyboard, handle, or feel objects, tools or controls, and talk or hear.
- The incumbent is occasionally required to stand, walk and reach with hands and arms.
- The incumbent must occasionally lift and/or move up to ten pounds.
- Specific vision abilities required by this job include close vision.
- The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS:

- Incumbent will be involved in field work which requires travel in personal vehicle to various sites.
- Department of Justice fingerprint clearance prior to beginning of work.
- Evidence of Tuberculosis clearance prior to beginning of work.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.