

SENIOR DIRECTOR OF FISCAL SERVICES

DEFINITION

The Senior Director of Fiscal Services, under the direction of the Associate Superintendent, Business Services, is responsible for the preparation of budget estimates and revisions for all District programs/projects; supervises all District accounting functions and activities including Student Body accounting; oversees preparation of all required reports; serves as a member of the District negotiating team; assists in analyzing and administering other business functions, including but not limited, to transportation, maintenance, purchasing, nutrition services and risk management; and is also responsible for coordinating the flow of financial information to District administrators. In addition to providing supervision, training, and evaluation of Fiscal Services staff, the Senior Director acts for the Associate Superintendent, Business Services, in his/her absence, and performs related duties and responsibilities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- x Oversees all aspects of the annual budget development, compilation of data, estimates or Income/expenses, and preliminary and final budgets for Board adoption

- directed
- x Plans internal controls to protect the
- x Plans, organizes, and/or oversees compliance with state and county gu
- x Administers the district accounting student attendance, nutrition service management
- x Makes assignments to supervised p work flow
- x Evaluates and oversees the evaluati
- x Approves transfers among acco Adjustments, and prepares explanat
- x Prepares the Year Round Operatio facilities, and the adherence to requi
- x Attends city, county, state, District E related subjects
- x Prior experience in responsible fisca budget planning and preparation, an
- x Extensive training in accounting, bus
- x

Rialto Unified School District
Senior Director of Fiscal Services
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QUALIFICATIONS
Knowledge of: