



## FREMONT UNION HIGH SCHOOL DISTRICT

**Position: Director of Business and Fiscal Services**

**Work Year: 12 months (Classified: 246 Days; Certificated: 216 Days)**

### **Summary of Basic Functions & Responsibilities**

Under general direction of the Chief Business Officer/Associate Superintendent or designee, plans, organizes, supervises, and carries out specific functions of accounting and financial record keeping for assigned programs; provides direction to specified services units, such as benefits, payroll, central financial record keeping including revenue and expenditure reports; inventory control; to perform or supervise the conduct of special studies, and risk management. Understand and work effectively with people from different cultures.

### **Representative Duties:**

*The major functions and job responsibilities of the Director of Business Services include the following:*

- Develop, prepare, and control district budget and all interim reports funds as assigned by Supervisor, including programs such as, but not limited to: Building Fund, Routine Restricted Maintenance, Deferred Maintenance, Capital Facilities/Developer Fees, Cafeteria, NCROP, and Silicon Valley JPA.
- Visit school sites in support of site-based Business-related activities
- Manage district financial accounting, compliance and reporting as it pertains to assigned programs.
- Supervise the administration and accounting of payroll and benefit programs.
- Account for the district's income and expenses to meet the requirements established by the California School Accounting Manual (CSAM) and generally accepted accounting principles as established by the A.I.C.P.A.
- Work with auditors to manage the independent audit for assigned programs.
- Evaluate the performance of assigned business office staff.
- Supervise and monitor district wide attendance program, including compliance with state reporting and all state regulations
- Maintain accurate and consistent records.
- Provide timely and effective communication regarding incidents and/or situations that might affect the district office/schools to appropriate district personnel.
- Establish annual objectives deemed appropriate by the supervisor.
- Gather appropriate data in support of the status of Annual Objectives and Job Description elements.
- Property Management: manage leases and agreements with District property and outside agencies.
- Risk Management: work with the District's insurance carrier and other outside agencies as needed
- Other duties assigned by the supervisor

## Qualifications

### Knowledge and Abilities:

- Principles and methods of public and business administration and management;
- Principles, practices, and techniques of governmental and/or school accounting;
- Principles and practices of data processing, school budgetary preparation and control;
- Techniques of supervision, program budgeting on various equipment and programs used in modern record keeping.

### Education:

- B.A. or B.S.
- Desirable – degree in accounting, business, public administration or equivalent educational background
- Desirable – CPA, M.A./M.S. or M.B.A., CBO certificate

### Experience:

- Five (5), or more, years of accounting experience desirable.
- Two (2) or more, years of supervisory experience desirable.
- Experience in presentations before School Boards, City Councils, and other governmental and private agencies desirable.

### Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

### Personal Qualifications:

- Character; personality; social capability to relate effectively with staff and community; demonstrated ability to work with a variety of groups.
- Understand and work effectively with people from different cultures.