



JOB DESCRIPTION

FREMONT
UNIFIED
SCHOOL
DISTRICT

DIRECTOR, ACCOUNTING

Series: MGT
Code: D ACCTG

DEFINITION:

Under general direction of the Assistant Superintendent of Business Services, to be responsible for planning, organizing and directing the District's accounting functions, including payroll, accounts payable, billings and receivables and general ledgers; to insure compliance with applicable laws, regulations and policies; to prepare financial statements, projections and analyses; to assist in the development of the District budget; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Depending on the assignment, duties may include but are not limited to the following.

Plans, organizes, directs and evaluates the work of the accounting office staff, either directly or through Subordinate supervisors.
Participates in the design and coordinates implementation of improved fiscal policies and procedures for the District.
Assists in compiling periodic revised estimates of the current year's budget and in developing next year's budget.
Develops and maintains accounting, budgeting and internal and control systems for the District fiscal operations.
Maintains and interprets information regarding changes in laws and regulations affecting District accounting functions.
Revises financial accounting and reporting procedures as necessary to meet the District needs and to comply with changing laws and regulations.
Prepares monthly/quarterly financial position and cash flow statements, budget transfers, cost studies and other financial schedules and reports.
Provides liaison with external auditors.
Reviews and analyzes financial statements and various reports in order to summarize and track income and expenditures.
Monitors expenditures against budgets, analyzes variances in current and prior year budgets, and makes recommendations regarding revisions.
Directs and oversees all payroll activities for the District.
Monitors District-wide compliance with internal accounting controls, policies, procedures and applicable laws and regulations.
Attends a variety of meetings and seminars.

QUALIFICATIONS:

Knowledge of:

- Accounting and budgeting principles and procedures in a public agency setting ;
- Principles and techniques of personnel management and supervision;
- Accounting-related rules, laws, regulations, and procedures of the Education Code and the District;
- Practices, codes and regulations related to the production of an employee payroll;
- Principles of business management, including office methods, procedures, and equipment;
- Operation of personal computers and financial software.

Ability to:

- Analyze , interpret, apply and explain accounting and budgeting principles and procedures;
- Audit and verify financial documents and reports;
- Make sound decisions regarding developing and implementing policies and procedures;
- Plan, organize and direct the work of others, through subordinate levels of supervision;
- Operate personal computers, adding, calculating and other related machines;
- Analyze data, draw logical conclusions, and prepare comprehensive reports;
- Maintain a high degree of integrity in the maintenance of financial records;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Communicate effectively, orally and in writing.

Education: Equivalent to graduation from a four-year college or university with major coursework in accounting, economics, business administration or a related field or possession of a CPA certificate.

Experience: Five years of increasingly responsible professional-level experience in an accounting or fiscal field, preferably in a public agency setting.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Ability to qualify for a fidelity bond.

N: 3/80

R: 7/85

R: 11/85

R: 12/88

R: 2/91

R: 8/95

R: 5/99