

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## DIRECTOR OF ACCOUNTING



### **DEFINITION**

Under administrative direction to direct, manage, supervise, and coordinate the Fiscal Services Division's program and activities; to coordinate assigned activities with other District departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Superintendent of Business Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Assistant Superintendent of Business Services

Exercises direct supervision over accounting staff.

### **DUTIES**

#### **Essential Functions:**

1. Under the direction of the Assistant Superintendent of Business Services plans, organizes and supervises the work of the Business Office including payroll, accounts payable, Associated Student Body, attendance, revenue, and expenditure accounting.
2. Prepares periodic financial reports for funds of the District, i.e. Interim Reports, Budget, Transportation, GANN limit, CAT report, (list is a sample of reports.)
3. Assists and performs complex duties related to budget preparation, monitoring, and control.
4. Checks documents for proper budget authorization, availability of funds and ensures coding of requisitions for expenditure classification.
5. Coordinates operations with County data processing personnel.
6. Ensures that all revenue and payments due to the District are received and properly recorded.
7. Supervises and trains subordinate personnel.
8. Consults with administrators and other site personnel assisting in budget and other financial matters.
9. Assists with annual audit, research and provide information for auditors.
10. Prepares year-end closing.
11. Prepares journal entries, inputs data into the general ledger, and audits data for accuracy.
12. Supervises and assists in preparation of special financial or statistical research projects.
13. Prepares various expenditure reports for state and federal programs.
14. Complies with State, Federal, and Governmental Accounting Standards.
15. Provides back-up support to other clerical and accounting staff.
16. Ensures appropriate district internal controls will be implemented and maintained and internal audits will be conducted in a timely manner.
17. Acts as general liaison between the district and the county office regarding accounting/payroll procedures and/or corrections.
18. Assists Assistant Superintendent of Business Services with special projects as needed.

#### **Marginal Functions:**

1. Opens, sorts, distributes, and answers mail related to Personnel issues.
2. Updates and maintains various state and federal reports and files.
3. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Budgeting, accounting, and financial record keeping principles and practices (especially as they pertain to school accounting)  
Basic mathematical skills  
Personnel management systems, position control systems.  
Business letter writing, record keeping, and basic report preparation.  
Research and development methods, techniques, and strategies  
Proper English usage, spelling, grammar, and punctuation  
Pertinent education, federal, state, and local laws, codes, and regulations  
Principles and practices of management, supervision, and training  
Evaluation practices, methods, and design  
Principles, trends, methods, strategies, and procedures pertaining to accounting.  
Data processing systems and applications in the field of financial management.  
Modern office procedures, methods, and computer equipment

### **Ability to:**

Plan, organize, direct, and supervise the operations of the Business Service Office  
Understand and carry out directions in an independent and problem-solving manner.  
Read, interpret, and apply state, federal, and District laws, rules, policies, procedures, and regulations.  
Collect, compile, and analyze information and data and prepare a variety of comprehensive reports.  
Analyze organization problems, develop alternative solutions, recommend, and make sound and timely decisions.  
Establish and maintain cooperative working relationships with employee groups, the public, and members of the management team.  
Work both independently with little supervision and as part of a team.  
Act in a professional and positive manner.  
Devise and operate effective internal control procedures.  
Perform mathematical calculations quickly and accurately.  
Perform complex accounting functions.  
Use the computer for word processing, data collection, record keeping, etc., at a rate for required job performance.  
Work accurately under pressure.  
Communicate effectively both orally and written instructions.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities while remaining objective in all matters that require the utmost discretion and sensitivity.  
Develop schedules and meet deadlines.  
Provide service and assistance to others while maintaining tact, patience, and courtesy.  
Sustain productivity with frequent interruptions.  
Ability to learn and stay current on new software applications and programs.  
Maintain consistent, punctual, and regular attendance.  
Meet district standards of professional conduct as outlined in Board policy.  
Accurately interpret, apply, and explain general personnel policies and procedures applicable to the district in a variety of settings.  
Maintain confidentiality.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of increasingly responsible computerized accounting and fiscal record keeping experience, preferably in a public-school supervisory position.

Two years of experience in a supervisory role (preferred).

**Training:**

Associate degree or minimum of 60 units from an accredited college or university with emphasis in Business/Accounting OR an equivalent to completion of twelfth grade with a combination of experience and education from which comparable knowledge, skills, and abilities have been achieved, along with passing of district proficiency exam.

Additional specialized in training in accounting or a related field is desirable.

Bilingual, oral and written in Spanish (preferred).

Prior experience working in a school district setting (preferred).

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment utilizing computers.

Constant interruptions

**Physical Condition:**

Duties may require maintaining the physical and mental condition necessary for sitting for prolonged periods of time.

**JOB PROFILE**

Annual Contract: 12 months

Classified Management & Confidential Employees Salary Schedule: Range 17

Board Approved: January 9, 2024