

Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: ASSISTANT DIRECTOR – FISCAL SERVICES

QUALIFICATIONS:

1. Experience at responsible level and/or college training equal to completion of advanced accounting curriculum
2. Bachelor's degree in accounting or equivalent experience desirable
3. Knowledge of methods, practices and terminology used in general and governmental accounting
4. School accounting experience preferred

FUNCTION: To maintain overall responsibility of budgeting and financial systems of district

REPORTS TO: Administrator as Assigned

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Maintains daily operation of Fiscal Services and coordinates budgeting and accounting system in accordance with adopted budgeting and financial accounting procedures
2. Prepares annual budgets for all funds of district including state and federal agencies
3. Prepares budget and accounting reports required for district, county, state and federal agencies
4. Advices school principals and department heads on budget and finance related matters
5. Maintains system of employee insurance programs as authorized by Board of Education
6. Directs liaison with district, state and federal auditors
7. Maintains appropriate financial accounting and accounts payable system
8. Researches and develops data processing programs for use in budgeting and financial areas
9. Oversees proper coding of district expenditures to correct budget classifications
10. Develops accounting and reporting system for capital facilities funds
11. Recommends changes in budgeting and financial procedures to Director – Fiscal Services

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, class 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

01/03