

Carson City School District Job Description

Job Title: Director of Fiscal Services
Department: Fiscal Services
Reports To: Superintendent
FLSA Status: Exempt: At-Will
Prepared By: Associate Superintendent of Human Resources
Prepared Date: 1/14/09

Summary

Under administrative direction, to plan, organize, and direct fiscal services of the District, including budgeting, accounting, purchasing and investment funds; to establish and maintain internal controls of accounting practices; to utilize enterprise level data processing potential in maximizing the efficiency of the accounting practices and to perform related work as required. Directs the organization's strategic planning as well as its relationship with lending institutions, shareholders, and the financial community by performing the following duties personally or through subordinate managers. This position will also oversee the Operations Department for the Carson City School District.

Essential Duties and Responsibilities

Serves as the chief financial advisor to the Superintendent and Board of Trustees; plans, organizes and directs the activities of the District accounting unit including preparation of the District budget, continual development of enterprise level accounting, budget, payroll, accounts payable, financial reporting system; reviews, analyzes and compiles budgetary request of each District unit, making recommendations for modifications to the Superintendent; prepares and presents budget with justifications and explanations to the Board of Trustees; ensures that legal requirements concerning public notice are fulfilled; monitors adopted budget; prepares requests for proposals for independent auditors, reviews requests and recommends selection of audit firm; coordinates and assists with annual audit; represents the District at legislative hearings concerning school finance; analyzes negotiations proposals for cost implications; include the following. Other duties may be assigned.

- Directs or monitors delegated staff or responsible parties in providing and directing procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Directs or monitors delegated responsible parties in activities such as custodian of funds, securities, and assets of the District.
- Appraises the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth.
- Directs and coordinates the establishment of budget programs.
- Coordinates tax reporting programs.
- Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Directs and analyzes trend studies of general economic, business, and financial conditions and their impact on the District's policies and operations.
- Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact.
- Evaluates and recommends business partnering opportunities.
- Establishes and maintains contacts with stakeholders, financial institutions, and the investment community.

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- Oversees the Operations Services Department with regard to bond projects, inventory management, capital projects, facilities management, purchasing, warehousing and nutrition services.

Supervisory Responsibilities

Manages three subordinate supervisors who supervise a total of 12 employees in the Fiscal Services, and Operations departments; responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well at group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer and staff situations; Responds promptly to customer/staff needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written and statistical information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

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- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Displays orientation to financial fidelity; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to increasing the ending fund balance; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational ethics and values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market conditions and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Dresses in formal business attire; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

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- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Is consistently present at School Board meetings.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

MBA—preferred. Bachelor's degree (B. A.) required in Accounting, Business Administration or a closely related field from four-year college or university; and administrative or supervisory professional level accounting experience; or one to two years related experience and/or training; or equivalent combination of education and experience which demonstrates an ability to perform the duties of the position.

Certificates, Licenses, Registrations

Certified Public Accountant license, current driver's license, and an original social security card.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Development software; Human Resource systems; Internet software; Inventory software; Order processing systems; Payroll systems; Project Management software; Spreadsheet software and Word Processing software.

Other Skills and Abilities

Ability and familiarity in working with other school districts, city, state, and federal agencies.

Other Qualifications

Knowledge of the organizational structure of Nevada school districts and applicable sections of the Nevada revised and federal statutes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised: 11/00

1/09