



## COORDINATOR IV FISCAL SERVICES

### DEFINITION:

- o Ti (r) 5A2 ,T9t.2BDC C04Ae2S A m mage4BD
- Design and conduct audits of District funds and accounts, prepare ye  
audit, prepare audit schedules and act as liaison with external audito

school finance. Analyze and implement new California Department of Education (CDE) Standardized Account Code Structure (SACS) changes effecting school administration.

- In the absence of the Director of Fiscal Services, has responsibility for coordination and general direction of other Business Division operations (as may be assigned).
- Evaluate department services to determine efficiency and effectiveness in meeting goals and objectives.
- Attend conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District.

### QUALIFICATIONS GUIDE

#### Knowledge of:

Principles and practices of accounting, payroll, budgeting and financial management; auditing and fixed asset control procedures; effective supervision and professional learning, financial and budget analysis and research procedures, legal and procedural requirements in public school district financial work including California State Accounting Manual and program accounting; computer systems and software for business applications.

#### Ability to:

Manage accounting, payroll and budgeting functions; prepare clear and concise financial/budget reports and statements; perform complex financial analysis and research; manage, supervise and train employees in accounting, budgeting and payroll operations; establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties; communicate effectively in written and oral form.

#### EDUCATION/EXPERIENCE:

Four years of increasingly responsible professional accounting experience, including two years of management and supervisory experience.

Bachelor's degree with major coursework in business, finance, accounting, or closely related field, or combination of

