

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Director, Fiscal and Purchasing Services
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrative Professionals Association

SUMMARY:

Directs financial and purchasing activities of the school district including payroll, purchasing, payables, and receivables, attendance, inventory, accounting and budgeting. Carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints and resolving problems.

SUPERVISOR:

This position reports directly to the Deputy Superintendent of Business and Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Supervises, trains, and evaluates employees responsible for performing services of accounting, budgeting, accounts payable and receivable, payroll, revolving cash, student body, inventory, and attendance accounting.
2. Provides technical advice to staff and management regarding fiscal budgeting, accounting, and purchasing matters, and interprets district policy and procedure.
3. Monitors the decentralized purchasing function and verifies legality of purchases.
4. Prepares specifications for and analyzes district bids, quotes and requests for proposals. Performs cost benefit analysis and makes recommendations.
5. Coordinates and performs complex accounting functions in analyzing, recording, and monitoring income and expenditures for all district funds; preparing financial analyses and special studies.
6. Conducts current and long-range district budget planning.
7. Prepares year-end financial statements and coordinates annual district audit.
8. Prepares and submits fiscal reports required by the district, county, state, and federal agencies.
9. Develops, maintains, and monitors district budget and prepares related state-read reports.
10. Maintains ledgers and journals using packaged accounting reports software.
11. Assists in the development of policy and procedure in accordance with applicable laws.
12. Selects, trains, develops, and supervises accounting and purchasing staff.
13. Ensures the timely and accurate processing of the district payroll and accounts payable.

14. Ensures accurate and timely position control management.
15. Prepares reports and analysis as required by the Deputy Superintendent of Business and Operations.
16. Assists Deputy Superintendent and Assistant Superintendent of Human Resources with statistical and budgetary analysis of negotiation proposals.
17. Attends Board of Education and other meetings as required.
18. Performs related duties as required.

Knowledge of:

- Theory, principles, and practices of accounting
- Fiscal management in a CA educational setting
- Principles of purchasing
- Principles of supervision
- Computers and related software, Excel
- Auditing policy, procedure, and practice

Ability to:

- Perform arithmetic calculations with speed and accuracy
- Supervise a technical staff
- Maintain complete and accurate records
- Prepare accurate, clear, and timely reports
- Perform analysis of budgets and financial data
- Work cooperatively with those contacted in performance of work duties
- Understand and carry out complex oral and written instructions independently
- Operate various office equipment

EDUCATION:

Graduation from a four-year accredited college or university in accounting, finance or business administration.

EXPERIENCE:

Five years of recent experience in a managerial post and in the supervision of a fiscal and/or purchasing services program, preferably in a public agency.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

Certified Public Accountant (CPA) License preferred

PHYSICAL REQUIREMENTS:

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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

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.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: June 18, 1987

Revised: October 18, 2017

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.