

**Brentwood Union SCHOOL DISTRICT**  
**Job Description – Classified Management**  
**Director of Fiscal Services**

**SUMMARY**

Under the direction of the Chief Business Official, the Director of Fiscal Services will be responsible for supervising day-to-day accounting, A/P, A/R and Purchasing functions, maintenance of fiscal records and the preparation of financial reports. The Director will plan, organize and prepare the District budget, interim reports and financial statements; provide recommendations on appropriations and staffing budgets ensuring the use of position control for all funds; assist in the detail projections for long-range planning; conduct budget and other special finance-related studies; visit sites to review accounting procedures; advise site principals on budget and expenditure issues; and provide administrative and technical staff assistance as necessary.

**Major Duties and Responsibilities:**

- Plans, organizes, supervises and carry out specific functions of accounting, budget and financial record-keeping in the accounting and purchasing department.
- Supervises fiscal services department; including payroll, accounts receivable, budget, and purchasing.
- Directs the daily operation of the financial books of record of the district including opening, posting, adjusting and closing of all general ledger and subsidiary ledger accounts in all funds. Maintain up to date position control function for certificated, classified and management employees.
- Develops and prepares District budget, interim reports and financial statements ensuring timely completion.
- Computes state revenue source Local Control Funding Formula (LCFF) calculations.
- Compiles and prepares timely periodic financial reports, project reimbursement claims and budget reports for various Federal, State and other governmental agencies. Maintain financial control over external funded projects and programs for which the district receives separate funding.
- Prepares and directs the preparation of complex accounting and financial, statistical, and analytical reports as required to support the financial activities of the district. These will include capital assets, depreciation schedules, OPEB and other GASB reporting.
- Participates in financial, budget and management meetings of the District.
- Advises and assists school principals, division/department heads and other identified staff in budget development and control.
- Directs accounting, budget and purchasing activities with school sites and other departments in the District. Assist school sites with Associated Student Body accounts.
- Provides technical direction and assistance to staff in facilities, student body funds, attendance accounting and mandated costs.
- Oversees the timely deposit of district funds and timely payments of disbursements.
- Directs analysis of district expenditures and revenue projections to ensure budgetary expenditure accounts are not over expended and revenue projections are developed within the guidelines set forth by the district and governing board.
- Works closely with district external auditor to ensure all financial records and practices conform to State, Federal and other governmental accounting standards.
- Oversees the preparation and submission of district attendance data related to District Local Control Funding Formula (LCFF).
- Completes special tasks directed by the Chief Business Official.
- Recommends best business practices, procedures and guidelines for the financial activities of the district.
- Assists Human Resources in the budgetary and cost control aspects of exercising district wide position control systems.
- Performs other duties as assigned.

**Working Environment:**

Generally an office environment with frequent interruptions.

**Physical Abilities:**

- Sitting or standing for prolonged periods of time
- Light to moderate lifting (up to 10 pounds)
- Reaching, pushing, pulling, stooping, bending, walking, writing, keyboarding
- Speaking, hearing, and vision emphasized

**Qualifications:**

- Bachelor's degree or equivalent in accounting or related field
- Minimum of five years of progressive financial management responsibility
- California school finance experience preferred

**Knowledge of:**

- California public school budgeting, accounting, fiscal principles and practices
- Rules, regulations, procedures and policies of public schools and school districts

**Ability to:**

- Plan, organize and efficiently direct the accounting programs of a school district
- Prepare clear and concise financial reports
- Deal politely with members of the public

**Work Days per Year: 223**

**Board Adoption: 5.14.2025**