

**Dallas School District
Job Description**

Job Title: CONFIDENTIAL – Director of Fiscal Services/Deputy Clerk
Reports To: Superintendent
FLSA Status: Exempt

JOB SUMMARY

The Director of Fiscal Services/Deputy Clerk is responsible for overall business services functions of the district.

ESSENTIAL DUTIES AND *Employees* RESPONSIBILITIES

Essential duties of this position include the following. In this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of district policies and procedures.
2. Maintains a high degree of confidentiality in all matters relating to the school district.
3. Manages all accounting and fiscal activities according to generally accepted accounting practices.
4. Analyzes revenue sources and expenditure requirements on a regular basis and provides financial projections as needed.
5. Coordinates budget development in accordance with local budget law.
6. Prepares and delivers a monthly fiscal report to the School Board accounting for status of all funds and accurately reflecting the district's financial condition.
7. Provides budget status updates to district administration on a regular basis.
8. Monitors all district purchasing and contracts for authorized expenditures and proper accounting in accordance with district policy and state and federal regulations.
9. Analyzes and recommends corrective action regarding fiscal activities to the superintendent and Board.
10. Ensures proper accounting of all receipts and expenditures.
11. Secures adequate property and liability insurance for the district and manages claims against the district's insurance policies.
12. Manages cash including investment and bank accounts.
13. Coordinates audit preparation and other required state reporting.
14. Oversees contractual obligations including special revenue funds and contracts for services.
15. Prepares and manages requests for proposals for services and capital purchases according to Attorney General Rules.
16. Supervises accounting staff activities for accounts payable specialist, payroll specialist, and financial analyst.
17. Oversees district food service program and supervises Food Service Program Manager.
18. Oversees archiving for the business office according to state law.
19. Oversees all student activity accounts to ensure they operate in accordance with board policy and proper accounting procedures.
20. Evaluates the business office staff.
21. Serves as the Deputy Clerk and Custodian of District Funds as appointed by the School Board.
22. Attends superintendent support team meetings.
23. Serves as a permanent coordinating member of the school board's District Finance

- Committee and serves on other committees as requested by the superintendent.
24. Serves as a member of district collective bargaining teams.
 25. Interacts thoughtfully and courteously with students, staff, and parents, and resolves conflict in a professional manner.
 26. Professionally represents the District in interactions with parents, community, staff, and students.
 27. Maintains appropriate certifications and training hours as required.
 28. Adheres to all district policies and complies with applicable state, local, and federal laws, rules, and regulations.
 29. Attends work regularly and punctually.
 30. Adheres to Dallas School District Workplace Expectations and Professional Communication standards.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Organizes and files contracts.
2. Answers phones.
3. Sorts and organizes mail.
4. Prepares leave reports as requested.

SUPERVISORY RESPONSIBILITIES

Supervises business office staff including; financial analyst, accounts payable/receivable specialist, and payroll specialist. Supervises the food service program including the program manager. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Bachelor's degree with a major in accounting, economics, or finance or related field, or demonstrated equivalent experience.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to district a positive team spirit. Demonstrated ability to successfully work with staff and public.
- Ability to communicate fluently in English, both verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies, or members of the community. Ability to write reports and business correspondence.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of algebra, geometry, and statistics.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- General knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets, word processing software and Google Workspace. Ability to proficiently use the following programs: FIS, MS Outlook, Excel, Word, and ODE collection site. Ability to type accurately and proficiently.
- Ability to appropriately communicate with students, teachers, parents, members of the community, and others including vendors, law enforcement, and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- Certificates as determined by the district including meeting current No Child Left Behind certification requirements. Must have possession of, or ability to obtain, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

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 talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision.

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 work environment is in the district office with a standard business office setting. The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Printed Name: _____

Signature: _____

Date: _____