

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2008
SALARY SCHEDULE: #85
RANGE: CM 17.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

DISTRICT FISCAL SERVICES ASSISTANT

DEFINITION

Under general supervision, assist District Advisory regional directors and District Accounting, by performing technical and analytical functions related to school district finances;

perform specialized accounting, auditing and monitoring tasks;

use Carter-Pertaine business systems and PC spreadsheet programs to assist school districts and internal accounting staff in their responsibilities;

prepare various financial reports and files with appropriate oversight agencies.

EXAMPLES OF DUTIES

Perform and assist with the year-end-closing of books;

participate in the budget review and approval process;

assist districts with cash flow development and analysis;

perform multi-year budget projections;

supervise and evaluate accounting staff in performance of duties;

provide districts and KCSOS with accounting support;

review district audits and participates in KCSOS audit activities;

prepare budget analyses;

design and maintain spreadsheet applications to analyze data and prepare reports for school district and county office staff;

consult with district personnel regarding the financial status of funds and accounts;

plan, organize and conduct staff training regarding budget development;

use state financial software;

run mainframe accounting reports and downloads information into appropriate software applications as needed.

QUALIFICATIONS

Knowledge of:

Knowledge of Carter-Pertaine financial system and microcomputer applications, CDE reporting requirements, school district policies and procedures.

Ability to:

Maintain cooperative inter-departmental and public relations;

work with division staff and district personnel on a supporting basis;

create, use and improve spreadsheet applications;

prepare fiscal, statistical and written reports in a clear and concise manner;

effectively and efficiently review, monitor, audit and verify financial statements and reports;

review and correct accounting records;

oversee accounting for fixed assets inventory.

Experience:

Five (5) years of responsible accounting, auditing and financial records management in a school district setting, or equivalent experience in auditing or other government employment.

County office of education is an acceptable setting.

Education:

BA degree in accounting or closely related field required.

Degree plus CPA or MBA/MA is desirable.

Advanced degree or certification desirable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

11/6/15

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