

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED AUGUST 2001  
SALARY SCHEDULE: #21  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**DIRECTOR II - DISTRICT FINANCIAL SERVICES**

**DEFINITION**

Plan, organize and direct payroll, retirement, accounting, and financial system operations and functions.

Provide for training and supervision of department personnel.

Perform a wide range of advanced accounting and auditing functions.

**EXAMPLES OF DUTIES**

Supervise payroll, retirement, accounting and data processing staff and assist KCSOS and district personnel in performing complex accounting functions;

assist districts with year-end closing of funds and accounts;

provide district accounting support;

monitor the accuracy of department work product;

design a variety of spreadsheet applications;

plan, organize and/or conduct staff development and training.

**QUALIFICATIONS**

Knowledge of:

Advanced accounting practices including governmental accounting;

QSS and microcomputer applications;

SACS account code and software applications;

issues affecting California public school financing;

data processing methods.

Ability to:

Provide effective leadership, supervision and evaluation;

establish clearly defined job assignments;

maintain cooperative working relationship with KCSOS departments and districts;

analyze problems and situations quickly and make pertinent and incisive decisions to solve them;

utilize complex computerized applications in the effective manner;

attend and represent the office at regional and statewide meetings and conferences;

maintain one's own skill and knowledge level through appropriate staff development opportunities.

Experience:

Minimum five (5) years in accounting preferably in an education or government setting;

minimum three (3) years at a supervisory level of responsibility;

school district or county office of education fiscal services management preferred.

Education:

Bachelor's degree in accounting or business required;

advanced degree in accounting or business, MBA, or CPA license required.

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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