

REDWOOD CITY SCHOOL DISTRICT

Job Description

Director of Fiscal Services

RCSD takes pride in our dedicated workforce and strong connection with our students, families, and community. Our highly skilled team of professionals provides a safe, supportive, rigorous, and inclusive environment for all learners. We seek staff who share this vision and are committed to student success across all abilities, ethnicities, cultural identities, LGBTQ+ youth, and multilingual learners.

POSITION DESCRIPTION

Under the direction of the Chief Business Official, the Director of Fiscal Services plans, organizes, directs, and evaluates the District's budget, accounting, financial reporting, and fiscal compliance functions. The Director leads development of the District's annual budget, multi-year projections, interim financial reports, and year-end close; manages the annual audit; and ensures that District finances are accurately recorded, properly controlled, and clearly reported to the Board of Trustees, the San Mateo County Office of Education, and the public. The Director supervises two Accounting Managers and Fiscal Services staff, serves as the District's primary technical expert on California school finance, and acts on behalf of the Chief Business Official as assigned.

Classification: Classified Management

Work Year: 12 Months

Reports To: Chief Business Official

Supervises: Accounting Managers (2) and Fiscal Services staff

FLSA Status: Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative but not exhaustive. Reasonable accommodations may be made for individuals with disabilities.

Budget Development and Fiscal Planning

- Directs development of the District's annual budget, including the Adopted Budget, 45-Day Revisions, and budget revisions, in alignment with the LCAP, Board priorities, and the budget calendar.
- Develops and maintains Local Control Funding Formula (LCFF) revenue projections, including enrollment, ADA, and unduplicated pupil count assumptions.
- Prepares multi-year financial projections and scenario analyses that model the effect of enrollment trends, state budget changes, salary settlements, and pension and benefit costs on the District's reserves and long-term fiscal solvency.
- Manages the position control system in coordination with Human Resources to ensure staffing, salary, and benefit costs are accurately budgeted and monitored.
- Monitors budget-to-actual performance across all funds; identifies variances and recommends corrective actions to the Chief Business Official.
- Supports the Chief Business Official in collective bargaining by preparing cost analyses of proposals and settlements and prepares AB 1200 public disclosure documents (Government Code 3547.5).
- Supports site administrators and department heads with budget development, monitoring, and training.

Financial Reporting and Compliance

- Manages preparation and submission of the First and Second Interim Reports, Unaudited Actuals, and all related SACS reports and certifications to the San Mateo County Office of Education and the California Department of Education.
- Directs the year-end close process and serves as the District's lead contact with external auditors; manages the annual financial audit, bond performance audits, and the timely resolution of audit findings.

- Ensures compliance with the California School Accounting Manual (CSAM), GASB standards, the Education Code, and federal Uniform Guidance, including GASB 68/75 pension and OPEB reporting.
- Oversees accounting for restricted and categorical resources, including federal and state grants, Expanded Learning Opportunities Program, and one-time funds, ensuring allowable use, timely expenditure, and accurate reporting.
- Oversees accounting and reporting for all District funds, including bond (Building) funds, and provides fiscal support to the Citizens' Bond Oversight Committee.
- Manages mandated cost reimbursement (Mandate Block Grant) and other state and federal claims.
- Reviews charter school budgets, interim reports, and audits as part of the District's fiscal oversight responsibilities as a charter authorizer.

Cash, Controls, and Systems

- Establishes, documents, and monitors internal controls, fiscal policies, and procedures to safeguard District assets and ensure the integrity of financial data.
- Prepares and monitors cash flow projections across all funds; recommends interfund borrowing or short-term financing strategies when needed.
- Directs the District's use of its financial system (Frontline ERP), including configuration of the chart of accounts, system upgrades, integrations, and process improvements that increase efficiency and data quality.
- Develops dashboards, reports, and analytical tools that give District leadership timely, accurate fiscal information.

Leadership and Communication

- Plans, assigns, supervises, and evaluates the work of the Accounting Managers and Fiscal Services staff; builds a team culture of accuracy, service, accountability, and continuous improvement; provides professional development and succession planning.
- Prepares Board agenda items, budget presentations, and fiscal reports; presents financial information clearly to the Board of Trustees, budget advisory committees, labor partners, and the community.
- Serves as the District's liaison on fiscal matters with the San Mateo County Office of Education, the County Controller and Treasurer, the California Department of Education, auditors, and other agencies.
- Keeps current on state budget developments, legislation, and regulations affecting school finance; advises the Chief Business Official and District leadership on their impact.
- Acts on behalf of the Chief Business Official as assigned.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field required. Master's degree preferred.
- A minimum of five (5) years of progressively responsible accounting, budget, or fiscal management experience, including at least three (3) years in a California K–12 school district, county office of education, or similar public agency.
- At least two (2) years of supervisory experience required.
- Demonstrated experience with LCFF, SACS reporting, interim reporting, multi-year projections, and organization-level budget development strongly preferred.

KNOWLEDGE OF

- California school finance, including LCFF, Proposition 98, the LCAP, and the state budget process.
- The California School Accounting Manual (CSAM), SACS chart of accounts, and GAAP and GASB standards as applied to governmental entities.
- AB 1200/AB 2756 fiscal accountability and county office oversight requirements, including interim report certification criteria and reserve standards.
- Budget development, multi-year forecasting, position control, and cash management.
- State and federal categorical and grant accounting, including Uniform Guidance requirements.

- Governmental auditing standards, internal controls, and audit resolution practices.
- Applicable sections of the Education Code, Government Code, and Public Contract Code related to school district finance, bonds, and collective bargaining disclosure.
- Principles of leadership, supervision, training, and performance evaluation.

SKILLS AND ABILITIES

- Plan, organize, and direct a comprehensive fiscal services program and meet statutory deadlines.
- Analyze complex financial data, develop sound projections, and make fiscally responsible recommendations.
- Communicate complex financial information clearly and credibly, orally and in writing, to the Board of Trustees, staff, labor partners, and the public.
- Lead, develop, and hold accountable a high-performing fiscal team.
- Use advanced Microsoft Excel and Google Sheets skills (financial modeling, pivot tables, lookups) along with ERP and data visualization tools.
- Exercise sound judgment, discretion, and confidentiality, particularly with labor negotiations and sensitive financial matters.
- Build trust and effective working relationships with site administrators, department heads, labor partners, county and state agencies, and the community.
- Commitment to equity, transparency, and the responsible stewardship of public funds.

LICENSES AND CERTIFICATIONS

- Valid California Driver's License required.
- Current Tuberculosis (TB) clearance required.
- Fingerprint clearance (DOJ/FBI) required for school personnel.
- CPA license, CASBO Chief Business Official Certification, or School Business Management Certificate (SBMC) desirable.

PHYSICAL DEMANDS

The physical demands described are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and by phone or video.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of printed and electronic materials.
- Occasional lifting of objects up to 25 pounds.

WORKING CONDITIONS

- On-site office environment at the District Office.
- Frequent interaction with District staff, the Board of Trustees, auditors, labor partners, and county and state agencies.
- Regular evening meetings to present to the Board of Trustees and support budget workshops and committees.
- Deadline-driven environment, particularly during budget adoption, interim reporting, year-end close, and audit periods.