



WOODLAND JOINT UNIFIED SCHOOL DISTRICT

Classified Management Employment Opportunity

Director, Fiscal Services

Annual Salary Range - \$116,916 - \$131,664

Final Filing Date: Thursday, March 24, 2022 - 12:00 p.m.

Introduction and Position Summary

The Woodland Joint Unified School District invites highly qualified candidates with strong leadership skills to apply for the position of Director, Fiscal Services. This position will the District's business operations and a highly competent and professional staff in continuing its outstanding tradition of fiscal solvency.

Under general direction of the Associate Superintendent, Business Services, the Director, Fiscal Services, will direct, plan and organize the District financial systems; direct the preparation of all federal and state reports; direct the preparation of the annual budget and perform the more complex duties connected with the financial expectations of the District. This position supervises the Supervisor, Fiscal Services/Internal Auditor.

The Ideal Candidate

The ideal candidate will demonstrate a commitment to achievement and equity for students and will possess outstanding leadership ability, high integrity and ethical standards. The successful candidate will have strong communication and interpersonal skills and the ability to build and maintain effective working relationships with staff across the organization and with other stakeholders. The ideal candidate will possess the knowledge of the principles and practices of budgeting and accounting, particularly as they relate to California school districts, principles of business office management, training, supervision, and principles and techniques of data processing systems/management information systems. The successful candidate possesses the knowledge and ability to design, implement, and maintain sound financial practices for the benefit of the students and educational programs and will demonstrate a commitment to transparency involving all aspects of the District's budget and finances.

The Position

This position is responsible for planning, organizing, developing and directing all business-related operations for the District, including budgeting/finance, accounting, payroll, risk management, building/construction, purchasing, food services, and maintenance/operations. In coordination with the Associate Superintendent-Business Services, this position directs the overall planning and management of the business office with specific responsibility for budget development and monitoring, accounting, fiscal management, and investment. Additional responsibilities will include supervising Supervisor, Fiscal Services/Internal Auditor; assembling and analyzing data to make appropriate recommendations for fiscal and budgetary actions; preparing and presenting oral and written reports, serving as primary liaison to external community agencies and foundations and directing the long and short term financial planning processes for the District.

Minimum Qualifications

Completion of four years of college preferably with major work in accounting or business. Experience may be substituted at the rate of two years' experience for one year of college. Four years of increasingly responsible experience in governmental accounting and administration with strong supervisory experience.

Preferred Qualifications

Education: Bachelor's degree or equivalent in Accounting or Finance. Experience: Four years of direct experience preparing and compiling annual budget documents and/or state required financial reports such as interim financials and unaudited actuals for a school district or public agency and previous supervisory experience including developing and evaluating staff.

Recruitment Timeline

Applications will be screened throughout the posting period. The most qualified candidates will be invited to a panel interview the week of March 28, 2022.

Application Instructions

Completed EdJoin application, cover letter, current resume and two (2) to three (3) recent letters of reference **must be submitted by Thursday, March 24, 2022 at 12:00 p.m.** in order to be considered. Individuals interested in this position must apply directly on [Edjoin.org](https://edjoin.org). For more information on this position, please review the [job description](#) available on our website or call our office at (530) 662-0201.

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