

MT. DIABLO UNIFIED SCHOOL DISTRICT
COORDINATOR, FISCAL COMPLIANCE & REPORTING

Summary Definition

Coordinates and performs financial, operational, and compliance audits of district programs and activities. Oversees fixed asset management, attendance reporting to the California Department of Education (P-1, P-2, Annual), and charter school financial reviews. Supports fiscal accountability by ensuring accurate financial reporting, internal controls, and adherence to governmental regulations and District policies.

Directly Responsible To

Director, Budget, Accounting & Fiscal Compliance or Superintendent Designee

Supervision

May supervise the work of assigned classified staff.

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

Example of Duties (to include, but not limited to):

- Performs internal audits of school and district financial operations, including student body funds, cash collections from various district programs, and attendance accounting records. **E**
- Oversees the District's fixed asset management system, including inventory reconciliation, tagging, reporting, physical verification, and depreciation tracking.
- Coordinates and submits attendance reports (P-1, P-2, Annual) to the California Department of Education; provides training and support to school sites on accurate attendance accounting. **E**
- Analyzes and reviews charter school financial statements and documentation to ensure fiscal accountability and compliance with applicable regulations; prepares written reports summarizing findings and recommending corrective actions.
- Reviews accounting records, internal control systems, and operational procedures for compliance with laws, policies, and sound fiscal practices. **E**
- Recommends improvements to internal controls and operational efficiency based on audit findings.
- Serves as liaison with external auditors and coordinates activities related to federal, state, and county audits. **E**
- Assists in the development and implementation of accounting procedures and

conducts special audits as needed. **E**

- Collaborates with information systems staff during the development or modification of financial programs and validates program outputs for audit readiness.
- Prepares and delivers presentations to management on audit findings, deficiencies, and corrective action plans. **E**
- Identifies and resolves duplicative or inefficient practices within fiscal operations.
- Provides technical assistance to external auditors, program auditors, and school site personnel.
- Prepares comprehensive audit reports with findings and recommendations. **E**
- Develops and updates manuals, guides, and training materials related to fiscal operations.
- Prepares summaries of student body and scholarship funds.
- Performs monthly reconciliations of Associated Student Body (ASB), Revolving, and Clearing accounts to ensure all receipts and disbursements are accurately recorded, properly documented, compliant with District policies and accounting standards, and reflective of sound fiscal practices. **E**
- Participates in job-related meetings, workshops, and professional development activities.

DESIRED QUALIFICATIONS

Knowledge and Skills

- Knowledge of generally accepted auditing standards, governmental accounting procedures, generally accepted accounting principles, financial statements, and integrated financial management systems.
- Knowledge of state and federal laws and regulations related to school districts.
- Knowledge of budgeting procedures, revenue and expenditure analyses, changes in fund balances, attendance accounting requirements, and charter school financial oversight.
- Ability to analyze data for external auditors, consultants, and the general public.
- Ability to implement internal control procedures and monitor compliance.
- Ability to exercise good judgment, speak and write effectively, and work effectively with all segments of the educational community and general public.
- Skill in assembling and analyzing data, making appropriate recommendations, logical thinking, and explaining complex material clearly.

- Ability to design and implement procedures.
- Skill in applying the district's accounting and auditing rules and procedures.
- Skill in detecting deviations from established procedures and preparing clear, concise reports.
- Skill in establishing and maintaining effective working relationships.

Education, Training and Experience

- Graduation from an accredited college or university with a degree in business, accounting, finance, or a related field; or an equivalent combination of education and experience.
- Minimum of two (2) years of increasingly responsible professional experience in accounting, auditing, or fiscal services.
- Experience with attendance reporting, fixed asset management, and/or charter school financial oversight preferred.

ENVIRONMENT:

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

- Must pass the District's pre-employment fingerprinting and TB testing

BOARD APPROVED: Pending Approval

DMA, Salary Range 4 (261 days)