

TITLE:	<b>Fiscal Services Manager</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Business Department</b>	CLASSIFICATION:	<b>Classified Management</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 54 Range: 78</b>

### **BASIC FUNCTION:**

Under the direction of the assigned Supervisor; manage fiscal operations; budget and accounting activities to include accounts payable and accounts receivable (AP/AR) and position control. Prepare financial reports and assist with the annual audit. Assure compliance with State and Federal regulations as well as hire, train, supervise and evaluate assigned staff.

**REPRESENTATIVE DUTIES:** *Incumbents in the classification may not perform all of these tasks or may perform similar related tasks not listed here.*

### **ESSENTIAL DUTIES:**

- Manage two to three high level programs.
- Accurately forecast District revenues and expenditures.
- Analyze accounting, statistical, and payroll data: identify and determine causes of discrepancies and recommend corrective and preventative measures.
- Assure compliance with all federal, state and local laws, codes and regulations related to financial reporting and accounting transactions.
- Attend trainings, meetings, workshops, and conferences related to accounting matters.
- Coordinate year-end closing, reviewing and authorizing journal entries and bank reconciliations, making necessary adjustments to expenditures and encumbrances as needed, preparing or reviewing important financial statements or claims.
- Cultivate departmental goals and objectives.
- Develop and implement appropriate internal controls to protect District assets.
- Develop and implement training for district and school staff on issues related to accounting.
- Direct and oversee accounts payable (AP) activities to ensure accuracy and compliance with all financial laws and regulations relating to distribution, reporting and record-keeping.
- Maintain accurate records, reports and files.
- Maintain continuous review of accounting records and call problems to the attention of department heads.
- Manage/oversee the reliability of District financial information.
- Monitor and control the District budget in accordance with administrative guidelines and procedures.
- Monitor departmental and district-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) as well as federal and state rules, regulations, policies and procedures.
- Prepare and review financial statements, Board reports, and miscellaneous statements as required by the Board as well as county and state department office of education.
- Prepare complex financial analyses and spreadsheets, including long and short-range financial projections.
- Provide accurate, reliable, timely financial information and reports to a variety of users.
- Provide good customer service to a wide variety of internal and external customers.
- Represent the District at a variety of meetings, including evening meetings as required.
- Serve on a wide range of District committees and bargaining unit negotiating teams as required.
- Supervise, train and evaluate the performance of assigned personnel.
- Monitor and adjust work flow and assignments to meet established timelines.
- Train District employees on accounting computer applications and document preparation.
- Update District policies related to assigned functions.
- Work effectively with colleagues at all levels.
- Operate a motor vehicle in the performance of these duties.
- Operate standard office equipment and computers.
- Perform related duties as assigned