

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – FISCAL SERVICES MANAGER**

TITLE: Lead Accounts Payable, Budget and Payroll

REPORTS TO & EVALUATED BY: Chief Business Official

SALARY: Confidential Salary Schedule

DEPARTMENTS: District Office

CLASSIFICATION: Classified

WORK YEAR: 260 DAYS

BASIC FUNCTIONS: This position is paid as a stipend for responsibilities that are in addition to day to day responsibilities for his/her position in the Business Services Department. Under the direction and supervision of the CBO, this position provides: overall support in the day to day operations of the District's business services department to support the successful operation of the schools and district; assistance in the day to day support of the department personnel; provide input on short and long term planning for the department; problem solving and internal controls.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Demonstrate knowledge and understanding of the procedures and requirements related to the operations of the Business Services Department.
2. Provide back-up support: 1) to maintain a current and accurate position control budget and 2) procedures for reconciling position control, payroll, benefits and onboarding to comply with district and state requirements.
3. Provide guidance to department personnel on the accounting procedures and efficiencies to ensure each area provides accurate and timely information and processes.
4. Provide assistance to implement procedures for inventory tracking and protection of district facilities and property.
5. Support training for Business Services and Administrative staff to ensure compliance with legal requirements related to budget and annual audit procedures.
6. Adhere to Board policies and regulations and maintain a thorough working knowledge of the district procedures.
7. Respond accurately and diplomatically to inquiries and requests from District staff, other agencies, and members of the public consistent with district policies and department practices.
8. Assist manager in the preparation reports, provide statistical data, and maintain pertinent files related to Business Services; check documents and transactions to ensure compliance with legal requirements; and assist in the preparation of annual reports for the district, county, and state.
9. Operate a variety of software programs and equipment necessary for this position.

10. Perform other related duties as assigned.

Knowledge of:

1. Principles and practices of financial record keeping
2. Governmental basic accounting principles
3. Modern office procedures and equipment
4. Data processing skills as related to financial record keeping functions
5. Bookkeeping and other record keeping
6. Standardized account code structure, state and federal laws regarding financial aid, California School Accounting Manual, accounting, auditing and bookkeeping procedures
7. Computers and computer programs, proper office methods and procedures
8. Mathematical computations

Ability to:

1. Work with computerized budget/accounting functions
2. Establish, maintain, and analyze financial reports, ledgers and journals
3. Prepare accurate financial and statistical summaries
4. Assemble and organize data in an effective and useful manner
5. Reconcile differences within the record keeping system
6. Prepare worksheets and reports, analyze data and draw sound conclusions
7. Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions
8. Manage and monitor accounting activities
9. Use appropriate and correct English, spelling, grammar and punctuation and perform arithmetical calculations with speed and accuracy, type accurately and communicate effectively in written and oral form
10. Understand and carry out both oral and written directions in an independent manner
11. Work effectively under stress and maintain the security and confidentiality of specified records and information
12. Establish and maintain cooperative and effective working relationships with others

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

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

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is primarily located in an office environment with some school site visits. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to travel within and out of the district boundaries to attend meetings.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.