

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

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**TITLE: Fiscal Services Manager**

**REPORTS TO & EVALUATED BY: Chief Business Official**

**SALARY: Management Salary Schedule**

**DEPARTMENTS: District Office**

**CLASSIFICATION: Classified**

**WORK YEAR: 260 DAYS**

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**BASIC FUNCTIONS:**

Reporting to the Chief Business Official, the Fiscal Services Manager is responsible for a variety of technical and analytical duties in the areas of budgetary analysis and development, position control, attendance accounting and financial management to provide timely delivery of high quality services and assist in ensuring the financial viability of the District. The Fiscal Services Manager has strong business and technical skills in compliance with Governmental Accounting Standards Board (GASB) for local school districts.

The Business Services Analyst develops and issues reports through a transparent and inclusive process intended to promote financial reporting that provides useful information to the Board of Trustees, district administrators, and other stakeholders.

**ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:**

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

1. Directs, hires, trains, supervises, and evaluates accounts payable and payroll staff.
2. With the assistance of the Director of Child Nutrition, directs and supervises the school cafeteria account and child nutrition contracts for the District.
3. Directs and supervises the development of the District & Department budgets, student attendance reporting, revenue and expense forecasting, and cash flow. Acts as liaison to school site principals and administrators and Home and School Clubs on budget and accounting issues. Maintain knowledge of current laws and practices related to this position and serve as a source of information and/or referral to the appropriate source regarding the district's policies and the business department.
4. Oversees the maintenance of the general ledger, transfers, monthly reporting and annual financial audit. Post data to general ledger, budget, and journal entries, and reconciliation of expenditures and subsidiary accounts. Acts as liaison with the auditor and County regarding accounting issues. Implement procedures consistent with county, state, and federal guidelines and laws related to business services and associated duties and responsibilities. Identifies and resolves problems and inconsistencies, and determines corrective entries involved in maintaining accounting controls.
5. Audits and approves availability of funds on purchase orders; maintains efficient systems and record keeping.

6. Supervises the District's attendance accounting function and assists the CBO in forecasting student attendance for budget purposes.
7. Assists the CBO in the preparation of the business services section of the Board of Trustees agenda.
8. Coordinate the fixed asset inventory reporting required to meet audit standards.
9. Prepares a variety of state, federal and local statements, reports and tax returns from multiple data sources and records in order to maintain compliance. Maintains records and reports associated with all areas of responsibility.
10. Identifies and resolves problems and inconsistencies, and determines corrective entries involved in maintaining accounting controls.
11. Performs other related duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or closely related field and two years professional experience in accounting, budgeting and/or financial management for a public school.

### **KNOWLEDGE AND ABILITIES :**

#### ***Knowledge of:***

1. *Principles and practices of financial record keeping*
2. *Governmental basic accounting principles*
3. *Modern office procedures and equipment. Best practices to improve efficiency and accuracy.*
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*
13. *Ability to use good judgment and strong communication skills to implement procedures and garner broad support across the organization with all stakeholders.*

**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 40pounds 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.*