

MANAGER OF FISCAL SERVICES

DEFINITION

Under the supervision of the Associate Superintendent of Business and Administrative Services, develops and monitors the District's budget, accounting, payroll and attendance functions in a way as to ensure compliance with appropriate laws, regulations and rules as adopted by the Board, the state or other governmental agency.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Assists with development, preparation and monitoring the District's budget and financial statements.
- Oversees the District's budget, payroll operations, accounts receivable and accounts payable.
- Assists with supervision of the Fiscal Services staff.
- Assures proper financial management for all District funds including General Fund, Cafeteria Fund, Student Body Funds, Building Fund and others.
- Assists with the development and preparation of annual and interim budgets for all funds in numerical detail with a narrative description under general guidelines from the Associate Superintendent of Business and Administrative Services.
- Prepares or coordinates the preparation of a variety of financial and management reports for Federal, State, County and Local agencies.
- Develops, plans, maintains and interfaces with accounting and financial record keeping systems, including hardware and software.
- Develops and monitors procedures to ensure accurate and efficient processing of financial transactions.
- Maintains budgetary control by monitoring and reviewing purchase orders and personnel requisitions.
- Communicates with Personnel Department to assist in setting up accounts and payroll functions along with maintaining budget goals and position control.
- Prioritizes and manages work to assure staff meets required deadlines.
- Maintains adequate internal controls and compliance with policies, procedures and legal requirements.
- Compiles, researches, analyzes and interprets data to assist District and site administrators.
- Assists in communicating with various outside agencies, professionals, vendors, and District and site staff to provide information, request information and resolve issues.
- Works with auditors in annual financial reviews of accounts.
- Monitors ledger and bank account reconciliation, attendance reports (instructional minutes, class size, (J19=8/19, etc.), fringe benefit administration, payroll tax payments and returns, cash flows and balances, cash collections, accounts payable, payroll, debt service, audit coordination and categorical financial reports (J50, J141, etc.).
- Monitors and manages restricted and designated funds and works with administrators in budget oversight for those programs.
- Maintains and controls the District's chart of accounts. Researches budget variances and unusual transactions to ensure compliance with District procedures and State accounting guidelines.

- Serves as a resource in the collective bargaining process; analyzes financial impacts of negotiation proposals; assists in projecting and determining the fiscal impact of negotiated settlements on the District's multi-year outlook.
- Works with Associate Superintendent of Business and Administrative Services in the development the AB 1200 documents.
- Attends a variety of staff, management and Board meetings as required.
- Performs related functions and other duties as needed.

QUALIFICATIONS GUIDE

Knowledge of:

- Accounting, auditing, budget and business functions of an educational organization.
- Federal, State and local rules, regulations and requirements related to school business (California Education Code, FASB, GASB, GAAS, etc.).
- Modern governmental accounting, payroll, auditing and purchasing procedures.
- Financial analysis and research techniques.
- School district operations and policies.
- Budget monitoring and control.
- Principles of sound management, supervision, training and administration.
- Knowledge of fiscal accounting management systems procedures and terminology.
- Operation of computer and assigned software such as spreadsheets, word processing and database management.
- Effective oral and written communication skills to use in correspondence and when collaborating with others.
- Interpersonal skills using tact, patience and courtesy, including conflict resolution strategies and team building techniques.

Ability to:

- Plan, organize, direct, coordinate and supervise the tasks of the Fiscal Services Office.
- Learn, interpret and apply laws, rules and regulations affecting school district finances.
- Read and understand a variety of technical and financial materials.
- Develop policies and procedures relating to business and financial transactions for all District entities.
- Maintain complex financial records.
- Perform complex research, budget analysis, audit and review functions.
- Analyze situations and work with staff to develop solutions.
- Prepare comprehensive, clear and concise reports, both statistical and narrative, in a structured, logical and convincing format.
- Perform responsible and complex accounting operational activities effectively and efficiently.
- Communicate effectively in oral and written form.
- Work effectively without close supervision and cooperatively with District staff and others.
- Monitor many accounts for position balances and work with department heads and school sites to maintain responsible financial transactions.

Education and Experience:

Five years of recent, progressive responsible fiscal and financial budget management and reporting experience. It is desirable that at least one of these years be at the supervisory level. School district accounting experience is also desirable. Possession of a Bachelor's degree in accounting, business administration, finance or related field from an accredited college or university is desired.

Physical and Mental Demands

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

Physical Demands

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use their hands and fingers to touch, handle, feel, or operate standard office equipment including technology; and reach with hands and arms. The employee must be able to operate a motor vehicle and drive from one place to another. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or a skill; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate sound judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; and establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

Approved by: _____

Date: _____