

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **PERSONNEL COMMISSION**

#### **CLASS TITLE: MANAGER, FISCAL SERVICES**

#### **JOB SUMMARY:**

Under the direction of the Director, Fiscal Services plan, organize and manage the District's accounting and budget activities; oversee payroll and benefits expenditure reporting; coordinate and participate in the preparation of periodic financial reports; prepare income and cost analyses; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize and manage the District's accounting and budget activities; oversee the District's payroll and benefits expenditure reporting; establish and maintain department timelines and priorities; ensure all fiscal functions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and participate in the preparations of various periodic financial reports, income and cost analyses, including cash flow projections and multi-year projections; ensure revenues and expenditures are properly accounted for; ensure required State, federal and local reports are submitted accurately within established timelines.

Interview, select, train and supervise assigned employees; conduct timely performance evaluations and recommend disciplinary action of assigned personnel as necessary; coordinate staff work assignments, develop employee schedules and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.

Prepare and maintain the District's annual budget; provide financial information to administration and staff; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; maintain records of income, appropriations and expenditures.

Perform internal audits of all District funds; work with external auditors and staff to ensure audit exceptions are resolved and to ensure compliance with State and federal guidelines; prepare complex financial schedules for auditors.

Coordinate communications, projects and personnel to meet District fiscal services needs and ensure smooth and efficient department activities; investigate, evaluate and ensure proper and timely resolution of accounting, budget, accounts payable and receivable, attendance and student body accounting, payroll/benefits and other department issues, conflicts and discrepancies.

Manage personnel and activities to ensure accurate and timely processing of requisitions, purchase orders, and warrants; oversee and participate in generating, reviewing, evaluating, authorizing and assuring accuracy and completeness of requisitions, contracts, and warrants.

Review monthly payroll and benefits expenditure reports and work with appropriate staff to ensure that necessary adjustments are made to personnel and payroll records to accurately report District personnel costs.

Manage and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records, reports and statements for accuracy and

completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Coordinate and review activities of various program accountants related to posting of financial transactions, budget development and year-end closing; provide training to program accountants assigned to other departments as needed.

Monitor county treasurer accounts and prepare journal entries for auditor transfer transactions; review and approve treasury deposit transactions prepared by department staff, make necessary cash transfers between District funds.

Oversee District chart of accounts and ensure compliance with State and County Office of Education account code structure requirements.

Develop, maintain, revise and keep personnel current concerning policies, procedures and documentation related to fiscal services functions.

Communicate with administrators, employees and outside organizations to exchange information, coordinate activities and resolve issues or concerns; compose, distribute and respond to a variety of correspondence.

Provide technical expertise, information and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures and programs.

Act as liaison with District Information Systems and County Financial Accounting personnel.

Operate a computer and applicable software including word processing, spreadsheet and database programs; operate other office equipment as required.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations.

Attend, conduct and participate in various meetings and committees as assigned.

#### **OTHER DUTIES:**

Relieve the workload of the Director, Fiscal Services by performing highly responsible fiscal duties and assigned projects.

Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in accounting, business administration, or related field and three years increasingly responsible accounting experience, including two years working in a lead or supervisory capacity in accounting or budgeting. Public school district experience is preferred.

##### **KNOWLEDGE AND ABILITIES:**

###### **KNOWLEDGE OF:**

Planning, organization and management of District Fiscal Services operations and activities. Education Code, State and federal regulations and mandates, and IRS rules and regulations. Applicable laws, codes, regulations, policies and procedures.

Policies and objectives of assigned programs and activities.

Internal/external audit procedures.

Budget Preparation and control.

Operation of a computer and assigned software, including spreadsheet, database and word processing applications.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

#### **ABILITY TO:**

Plan, organize and manage operations and activities involved in the District's accounting and budget.

Train, supervise and evaluate the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Coordinate department communications to meet District needs and ensure smooth and efficient operations.

Ensure proper and timely resolution of departmental issues, conflicts and discrepancies.

Coordinate activities to ensure accurate and timely processing of District expenses.

Operate standard office equipment including computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports, records and files related to assigned activities.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work, trainings or meetings.

##### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or by telephone, and to make presentations.

Dexterity of hands and fingers to operate a computer keyboard, mouse and other office equipment.

Seeing to read, prepare and assure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

#### **CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen