

**JOB TITLE:** FISCAL MANAGER

**SALARY RANGE:** G(15)

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To coordinate the District's budget development calendar; to prepare and review budget requests and route to program managers and respond to inquiries; to compile preliminary, tentative and final budgets of the District; to monitor budgets of approved District programs; to maintain budget files; to prepare and submit fiscal reports to various government agencies as required. The position also plans, organizes, controls, and directs a variety of purchasing, and warehousing functions and activities for the District. Employees in this classification receive general supervision from the Director of Business Services within a framework of well-defined policies and procedures. This job class provides direct supervision of day-to-day operations of the purchasing and warehouse departments and provides support to the Director of Business Services and the Deputy Superintendent. This job class functions as a member of the District Leadership Team.

**TYPICAL DUTIES**

- Coordinates and maintains budget tracking systems for employee position control
- Develops and maintains the District budget document(s) and supporting schedules, and performs reconciliation(s) with SACS documents, including annual adopted budget and interim reports, or other documents submitted to the County and/or State
- Prepares and reviews budget requests, reviews with program managers and responds to related inquiries
- Compiles preliminary, tentative and final budget for the district and monitors the approved budgets for all district programs
- Maintains budget files and records
- Provides oversight of individual(s) assigning and/or reviewing account coding and monitoring status of program expenditures versus their respective budgets and reporting on same to program managers and top management; performs such duties as necessary
- Prepares year-end compliance reports for submission to County and various governmental agencies
- Coordinates and/or conducts special programs and activities, including training sessions involving the budget and attendance record keeping
- Operates computer equipment to process information and prepare required reports and assists in the design of appropriate systems to create desired reports
- Plan, organize, control, direct, and evaluate a variety of programs, projects, and activities related to purchasing, warehouse functions of the District, including the procurement of supplies, materials, equipment, and services, inventory control and records retention procedures
- Collaborate with the Director of Food Services in the design, organization and direction of a District Delivery system, including supervision and direction of staffing delivering supplies, equipment, publications and District mail, and providing for other delivery services and movement of equipment and supplies among District schools and to other locations

- Prepare, direct, and control the preparation of requests for proposals, requests for qualifications and/or information, specifications, bids, and quotations
- Analyze bids or quotes, check references, and recommend awarding of various contracts
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, and disciplinary action
- Train staff; provide technical resources for staff members in existing and new process, procedures, and computer software programs
- Formulate and develop policies and procedures; review methods and procedures to determine effectiveness; assure quality control; recommend and initiate cost-effective procurement strategies and services to District departments and school sites
- Provide a positive climate for interaction and communication among District personnel
- Communicate with other administrators, District Personnel, vendors and contractors to coordinate activities and programs; resolve issues, conflicts and exchange information; conduct inquiries; analyze prices and market trends
- Develop and implement short and long range plans and activities
- Attend workshops and meetings related to District policies and procedures in the areas of purchasing, warehousing and publications
- Maintain current knowledge of State of California Education Code, Board Policies and Administrative Regulations, and other laws, legislation, rules and procedures related to purchasing, warehousing and publications in a school district environment
- Coordinate and direct the sale or disposal of District property
- Operate a computer and related software; operate standard office equipment
- Direct record keeping activities related to purchasing, warehousing activities
- Compiles and analyzes reports and data; assists in organizing materials for publication or special projects
- Maintains control files on matters in progress and expedites their completion
- Perform related duties as assigned

### **MINIMUM QUALIFICATIONS**

- Knowledge of the California State school finance laws, accounting coding structures and regulations
- Knowledge of the principals and practices of governmental accounting and budgeting as they relate to California school districts
- Knowledge of planning, organizing and directing purchasing and warehousing functions of the District
- Knowledge of school district purchasing methods, practices, procedures, and regulations, including bidding practices
- Knowledge of and ability to use computer hardware and software as it pertains to accessing and processing relevant data required in the performance of the position, and for data entry and (regular and special) report processing
- Skill to assist in designing and operating data processing programs for district budgeting needs

- Skill to establish and maintain effective record keeping and data collections systems, coordinate and prioritize work flow and to prepare related reports
- Skill to analyze accounting and budgeting data and prepare clear and accurate reports
- Knowledge of appropriate management and supervisory methods and techniques
- Skill to coordinate, direct, supervise, and evaluate the work of others
- Skill to effectively communicate tactfully in both oral and written form
- Skill to analyze situations accurately, define appropriate solutions, and adopt an effective course of action
- Skill to establish and maintain effective working relationships with those contacted in the performance of required duties
- Knowledge of proper office methods and procedures
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation
- Skills to understand and independently carry out both oral and written instructions
- Ability to exercise independent judgment

## **WORKING CONDITIONS**

### Environment

- Primarily indoor working environment

### Physical Demands

- Sitting for extended periods of time
- Physical dexterity, with ability to operate a computer keyboard, calculator and other office machines
- Ability to see and read with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation
- Physical agility to lift, carry, push, and pull up to ten pounds on a regular basis and up to 25 pounds occasionally
- Moderate to high stress level