

BUENA PARK SCHOOL DISTRICT

FISCAL SERVICES MANAGER (Management)

DEFINITION:

Under the direction of the Director of Fiscal Services, assists in the direction of staff and plans and coordinates activities related to budgeting/accounting (including accounts payable and accounts receivable), contract administration, payroll, and purchasing. Works with business office staff to ensure the accuracy and timeliness of daily work. Works in the preparation of budget/accounting documents, administers contracts, and supervises payroll and procurement processes. Assures compliance with applicable State and federal laws, codes, rules, and regulations. Participates in the formulation of district policy as called upon and acts as a member of the Management Team. Performs other duties as required.

EXAMPLES OF DUTIES:

Budgeting/Accounting

- Assists in the development of budget reports including Preliminary Budget, 45-Day revise budget, interim reports and unaudited actuals.
- Prepares financial reports and/or analysis which may include revenue and expenditure forecasts, federal, state and local reports, cash flow projections, analysis related to negotiations, etc.
- Assists in the review and analysis of District accounts including those related to student body, child care and food services.
- Coordinates and verifies all encumbrances and expenditures needed to provide a current record of unencumbered balances of appropriations.
- Proofs requisitions, including S.A.C.S. account codes, in advance of purchase order creation.
- Creates and distributes a health benefit spreadsheet for monthly health benefit vendor payments.
- Assists in the preparation of financial statements: including coordination of purchasing, payroll, accounts receivable/accounts payable in relationship to the general ledger.
- Verifies account numbers.
- Coordinates the capital asset and inventory operations of the District.
- Provides weekly updates and monitors other fund ledgers in order to keep current budget and encumbrances accurate.
- May provide reconciliations between District accounts and balances held by the Orange County Department of Education, as well as create and data enter journals as needed for reconciliations.

Contract Administration

- Performs a variety of technical functions related to the preparation and processing of construction contracts, legal agreements, bid document preparation and advertising in conformance with state and federal codes and other relevant laws including District policies.

Payroll

- Reviews, audits and administers payroll functions of the District including payroll warrant listing issuance, payroll deductions, payroll earnings & deduction transaction reconciliations, tax computations & filings and related transactions.

Purchasing

- Plans and coordinates purchasing operations of the District and assures compliance with applicable state & federal laws, codes, rules and regulations.
- Reviews District purchasing transactions and requisitions for equipment, supplies, and materials.
- Supervises and monitors the processing, printing, and distribution of purchase orders.
- Coordinates purchasing and fixed asset inventory.

QUALIFICATIONS:

Knowledge of:

- Budgeting, accounting, and fiscal procedures and methods, basic financial analysis involved in the accounting of school funds, and general accounting practices.
- Procedures, practices, and regulations governing public and educational procurement.
- California Education Code, Government code, Labor code, and commercial codes.
- Contract forms, bonding requirements, contracting processes, and public works bidding processes.
- Contract management in the Uniform Commercial Code (UCC).
- Purchasing and contract terminology, policies and practices governing public and educational purchasing.
- Principles, methods, and procedures related to payroll management.

Ability to:

Adhere to all applicable attendance rules and regulations, and to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE:

A combination of six years of responsible school, budgeting /accounting, contracts administration, payroll, purchasing, and reporting experience. Budgeting, payroll and contract administration experience strongly preferred. Supervisory experience

preferred.

EDUCATION:

Equivalent to an Associate of Arts degree, including or supplemented by course work or training in bookkeeping, accounting, data processing, business management, or closely related field. Bachelor's degree preferred.

LICENSE REQUIREMENT:

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT:

Insurability by the District's liability insurance carrier and clearance via fingerprint check.

Board Approved: October 14, 2013