



## **Fremont Union High School District**

**Position: Manager of Finance**

**Work Year: 12 months**

### **Summary of Basic Functions & Responsibilities**

Under the general direction of the Chief Business Officer/Associate Superintendent or designee, the Manager of Finance will: plan, organize, supervise, and carry out specific functions of accounting and financial record keeping in the Business Office; provide direction to specified service units, such as the Accounts Payable and Purchasing departments; carry out central financial record keeping including revenue and expenditure reports; and perform or supervise the conduct of special studies. They will understand and work effectively with people from different cultures.

### **Essential Duties & Responsibilities**

*The major functions and job responsibilities of the Manager of Finance include the following:*

- Assist in the development of the District budget.
- Report District financial accounting and reporting.
- Prepare the fiscal accounting for the Local Control Accountability Plan.
- Maintain records.
- Account for the District's income and expenses to meet the requirements established by the California School Accounting Manual and generally accepted accounting principles as established by the A.I.C.P.A.
- Monitor cash flow.
- Control the data processing operations of the Business Division.
- Handle payment of district obligations accurately and expeditiously.
- Compile and review all assigned work.
- Support, supervise, and evaluate the performance of Business Office assigned staff members.
- Handle the function of internal auditing of financial and non-financial materials of District information in regard to generally accepted accounting and auditing guidelines.
- Audit and certify reports required by governmental agencies, i.e. annual financial, excess cost, project reimbursement, others as required.
- Develop and implement cost accounting theory.
- Perform special studies requested by management – time, cost, system, etc.
- Review and improve systems and procedures dealing with the effective utilization of personnel.
- Handle varied problems of all nature dealing with district fiscal activities.
- Attend staff, departmental, management, and other meetings as required.
- Coordinate activities with the schools and other departments in the District.
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work.
- Provide timely and effective communication regarding incidents and/or situations that might impact the District office/schools to appropriate District personnel.
- Establish annual objectives deemed appropriate by the supervisor.
- Gather appropriate data in support of the status of Annual Objectives and Job Description elements.
- Manage the District's annual independent audit.
- Attend Board meetings as needed.

Participate in negotiations as needed.  
Effectively accomplish other duties assigned by the supervisor

## **Qualifications**

### Knowledge and Abilities:

- Principles and methods of public and business administration and management.
- Principles, practices, and techniques of governmental and/or school accounting.
- Principles and practices of data processing, school budgetary preparation and control.
- Techniques of supervision, program budgeting on various equipment and programs used in modern record keeping.

### Education:

- B.A. or B.S. in business or public administration.
- Desirable – CPA, M.A./M.S. or M.B.A.

### Experience:

- Five (5), or more, years of accounting supervisory experience.
- Experience in presentations before School Boards, City Councils, and other governmental and private agencies desirable.

### Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

### Personal Qualifications:

- Character, personality, social capability to relate effectively with staff and community, and demonstrated ability to work with a variety of groups. Understand and work effectively with people from different cultures.