

## FISCAL SERVICES SUPERVISOR

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Chief Financial Officer

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Provides leadership and strategic vision in planning, directing, and coordinating activities involved with reporting of financial information, budgets, audits, business policies and processes, compliance with financial-related laws and regulations in functional areas including payroll, employee benefits, accounting, accounts receivable, and nutrition services free and reduced eligibility.

### **Part II: Supervision and Controls over the Work:**

Performs under the broad guidance and administrative supervision of the Chief Financial Officer. Work is controlled and/or guided by general accounting procedures, state statutes and administrative code, audit findings and recommendations, professional practice, school and district policies and procedures, and directions and expectations as established by District leadership. The Fiscal Services Supervisor is expected to exercise sound judgment, initiative, and effective decision making in managing and supervising payroll, employee benefits, and accounting operations and is responsible for the accuracy and reliability of fiscal work.

### **Part III: Major Duties and Responsibilities (depending on specific assignment):**

1. Supervision and Management: Performs the full range of supervisory responsibilities over Fiscal Services staff to include recruitment, screening, interviewing, selection, induction and orientation, training, evaluation, grievance handling and resolution, and when necessary, addressing misconduct or performance issues. Manages the Fiscal Services Department to include establishing goals and objectives, setting expectations and priorities, assigning work, creating quality and internal controls, reviewing and approving work, and periodically assessing the overall effectiveness of the office.

2. Payroll Administration: Manages, directs and oversees all payroll, benefits, leave, and payroll related transactions, maintenance of payroll data in the financial management system, and timeliness and accuracy of payroll processing.
3. Accounting: Provides oversight and administration for the full range of accounting functions necessary for payroll, employee benefits, general ledger, and student body accounting.
4. Planning and Programming: Stays abreast of federal, state, and local requirements in all areas of fiscal management. Takes action to develop and recommend policies and procedures to maintain a high quality, responsive and legally sufficient department.
5. Budget Development: Leads accounting team in the development of the District's annual budget.
6. Financial Reporting: Prepares financial statements for administration and School Board. Advises district departments and building administrators in financial matters including student body funds. Coordinates and manages the annual financial audit including preparation of financial statements, internal controls and communications with external auditors.
7. Collective Bargaining: Participates in planning and preparing for collective bargaining. As payroll/accounting administrator, participates in discussion of bargaining issues, develops and prepares reports to support bargaining issues concerning pay, benefits, supplemental payments, etc. May participate at the bargaining table when issues are addressed that have or depend on payroll knowledge and operations (e.g., dues withholding, method of supplemental payment, leave administration, benefits processing including such issues as pooling arrangements, retirement plan administration, retroactive actions, overtime calculations and procedures, etc.).

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, or related field.
3. Minimum three (3) years experience in fiscal management (preferable in school district environment).
4. Knowledge of general accounting procedures, and payroll practices and procedures.
5. Knowledge of federal and state laws and regulations related to the processing of payroll, including taxes and withholding, FLSA, FMLA, leave sharing and leave cash-out.

6. Skill in operating general office, accounting tools, computers and office software programs.
7. Skill in managing and applying automated payroll and accounting practices and procedures.
8. Skill in oral and written communication.
9. Strong analytical and mathematics ability.
10. Ability to organize and prioritize work and perform effectively under pressure.
11. Ability to work independently with minimal supervision.
12. Ability to maintain confidentiality.
13. Ability to establish and maintain effective working relationships with staff and outside agency personnel.
14. Valid state driver's license.

**Part V: Desired Qualifications:**

Prior successful management or supervisory experience of payroll or accounting functions.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 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.

Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and professionalism.