

FISCAL MANAGER

Department/Division	Business Office
Reports To:	Chief Financial Officer
Provides Direction To:	Business Office
FLSA Exemption Status:	Classified Management

BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

DEFINITION

Under the direction of the Chief Financial Officer, the Fiscal Manager performs professional and complex accounting duties relating to various prepared financial analyses, reports, and audits; assists with the development and administration of the School's budget, and develops and recommends policies and procedures for immediate and long-range financial management and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs professional level accounting functions, according to generally accepted accounting principles and local, state, and federal requirements. Develops and maintains the School's cost accounting system to allocate direct and support costs by function. Verifies receipts and disbursements in School's bank accounts, and reconciles to School's financial records. Investigates and resolves financial issues, errors, and discrepancies. Develops and implements procedures to ensure adequate cash controls.
- Prepares and maintains School's annual chart of accounts. Compiles and analyzes various financial reports, statements, and records, including but not limited to, the School's Form 990, Local Control Accountability Plan, Budget and Interim Financial Reports, Unaudited Actuals, monthly financial board reports including a Profit and Loss Statement, Balance Sheet, and Cash Flow, and multi-year financial projections, in accordance with local, state, and federal requirements.
- Establishes and oversees year-end financial close process, and monthly and/or quarterly reconciliations addressing areas of accounts payable, accounts receivable, unearned revenues, current year revenues and expenditures, and general ledger accounts. Prepares high-level accounting entries to ensure accurate year-end financial reporting. Interfaces with the School's independent audit firm to ensure accurate preparation of year-end financial statements and other reports.
- Assists the Chief Financial Officer in budget development and monitoring. Develops and maintains account budgets by department and funding source, prepares monthly budget transfers and revisions. Shares budget account balances and financial information with School stakeholders, including the Governing Board, and ensures proper budget and spending controls are documented and enforced.
- Researches, monitors, and applies for local, state, and federal education funding sources. Understands grant and entitlement program rules and requirements, and effectively communicates such information to staff and administrators. Prepares and submits all financial reports for the School in a timely and accurate manner.
- Provides guidance and oversight to the School's Associated Student Body (ASB) staff to ensure accurate financial reporting and adherence to fiscal policies and procedures. Reviews and prepares related financial reports relating to the School's ASB.
- Develops and maintains system to track the School's capital assets, including calculation of depreciation schedule and cost.

- Assists the Chief Financial Officer with the development and implementation of school accounting and related fiscal policies and procedures. Reviews, interprets, and implements laws, regulations, and policies, and makes recommendations for changes to school policies and procedures, as necessary.
- Assists the Chief Financial Officer with monitoring and evaluating various School department activities and functions to ensure overall efficiency of school operations.
- Assists the Chief Financial Officer with other duties as assigned, including but not limited to, periodic support of other responsibilities relating to Business Office, Human Resource, and Payroll functions.

SUPERVISION

General supervision is received from the Chief Financial Officer. Work direction may be exercised over the Business Office Accounting Associate and Office Assistant positions.

QUALIFICATIONS

Knowledge of:

- Applicable K-12 education and charter laws, codes, regulations, policies and procedures.
- California School Accounting Code Structure (SACS), the School Accounting Manual (CSAM), and generally accepted accounting principles (GAAP).
- Non-profit organization financial statement and tax return preparation.
- State and federal program record-keeping rules and requirements.
- Position control and best practices for budget preparation and monitoring in a K-12 school setting.
- Business operations of California Charter Schools and/or other K-12 education organizations.
- Office practices and procedures, including computer and assigned software (e.g. Excel, MS Office, schoolAbility (Frontline), PowerSchool, MealsPlus, and ASB Works).
- Effective communication strategies, both oral and written, to communicate complex ideas in a clear and concise manner.

Ability to:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures.
- Compile, prepare, analyze, and present complex financial reports and analyses.
- Demonstrate strong critical thinking and problem-solving skills.
- Multi-task, prioritize, and organize to consistently produce timely and accurate work of the highest quality.
- Proactively identify financial and operational issues, and recommend effective course of action to resolve.
- Work successfully both independently and collaboratively with other team members.
- Communicate effectively orally and in writing with all GHC stakeholders, including students, parents, staff, administrators, governing board members, community members, authorizing district, and the public.
- Model professional leadership traits such as accountability, honesty, integrity, and fiscal prudence.
- Demonstrate interest in pursuing professional development and growth in field of TK-12 finance and charter school movement.

EDUCATION/TRAINING AND EXPERIENCE

Education: Bachelor's degree in accounting, business administration, or related field and five years of increasing responsible experience in accounting. Experience in a school district or charter school is preferred. Additional experience may be submitted for higher education on the basis of two years of experience for one year of college.

All employees are subjected to fingerprinting and a review of conviction records.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by

employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this position, the employee is regularly required to sit for extended periods of time; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including Charter employees, students and parents. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The employee will work in a typical indoor office environment with a usually quiet or moderately quiet noise level, but will encounter a loud, noise level both indoors and outdoors, occasionally. The employee may be subject to exposure to minor contagious illnesses. The employee occasionally drives to meetings, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.

SALARY/ HOURS/BENEFITS:

- Full-time Assignment
- Occasional night work (attend board meetings, school, or community events, employee recruitment events, orientations, meetings, etc.)
- 256 day contract year and vacation days based on Employee Handbook
- Salary Range: \$90,000-\$109,000 (Salary is based on placement on the Classified Management Salary Schedule as it relates to qualifications, education, and verifiable contracted experience)
- The Charter offers a comprehensive package of insurance benefits to employees and their families including major medical, dental, vision and life insurance.

APPLICATION PROCEDURE:

All applicants must apply on EdJoin and upload and submit **all** required documentation:
www.edjoin.org

- Cover Letter
- Resume
- 3 Recent Letter of Recommendation (within one year)

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the CEO/Principal, the Chief Human Resources Officer or administrative designee. Birmingham Community Charter High School reserves the right to update, revise or change this job description and related duties at any time.

*Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, driver's license or other equivalent identification, and social security card.

*All forms of employment are subject to and contingent upon completion of a criminal background check by the Department of Justice. Convictions of certain crimes, including but not limited to sex and narcotics offenses and serious violent felonies, as specified in the California Education and penal codes, will bar employment with the Charter and this contract shall become null and void.

EOE/M/F