



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: CAPITAL FACILITIES FISCAL MANAGER
REPORTS TO: Associate Superintendent, Chief Business Officer **SITE:** District Office
CLASSIFICATION: Classified AFSCME Bargaining Unit **WORK YEAR:** 12 Months
SALARY: Range VI – Classified AFSCME Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: Sept. 15, 2022

JOB SUMMARY:

Under the direction of the Associate Superintendent Chief Business Officer, the Capital Facilities Fiscal Manager supervises all aspects of facility planning, programming, design, construction and modernization. The incumbent provides direction and support to personnel in the areas of account payable, accounts receivable, budget/financial monitoring, and contracts and reporting, performs duties and responsibilities as required for the fiscal management of District's capital facilities projects including General Obligation bonds, Deferred Maintenance and Burlingame Aquatic Center.

ESSENTIAL FUNCTIONS:

- Analyze bond fiscal transactions to ensure that expenditures comply with law.
- Manage internal and external audit responsibilities.
- Work collaboratively with the District Construction Manager to resolve issues including budget, and payment issues.
- Oversee the submission of state applications for new construction, modernization, deferred maintenance and District eligibility.
- Review appropriate escrow documentation.
- Prepare, review and monitor all capital budgets.
- Work with local and state agencies in preparing plans and documents, and obtaining approval of plans and documents for all school construction.
- Maintain District records for all construction projects.
- Prior to commitment of any capital facilities funds, review and analyze fiscal and contract transactions to ensure conformity with budget projects that have been developed by the Construction Manager.
- Assume responsibility for cash flow management of capital facilities projects to ensure that there are sufficient funds available prior to the commitment of projects and contracts.
- Authorize release of capital facilities funds for payment work.
- Compile and review account reconciliation, accounts receivable and payable, daily entries, purchase orders, and other expenditure to ensure proper posting and that spending is not exceeding capital projects available funds.
- Review postings of all bond financial transactions and make corrections as needed.
- Reconcile bond financial records to actual.
- Prepare information and a variety of financial reports for District staff, District consultants, the Board of Trustees, and the public, including the Citizens' Oversight Committee.
- Work with and provide information to independent auditors for the annual audit of bond program financial records.
- Ensure contracts comply with appropriate public contracting requirements.
- Monitor, and take appropriate action, on contractor/subcontractor/supplier stop notices and other notices relating to payment for completed capital facilities work.
- Represent the District in meetings with the Board of Trustees, Citizens' Oversight Committee, and general public as required in matters relating to the financial management of General Obligation Bond Programs.
- Arrange for disposal of surplus property through re-issue and/or public sale or auction.

- Invite and accept bids, evaluate bids to determine lowest responsible bidder and acceptability of items bid, participate in developing product specifications and preparation of contracts, supervise preparation of purchase orders and review and approve orders.
- Prepare formal bid packages; determine pre-qualified bidders; analyze bids, evaluate bidders according to financial capacity, bond ability, past performance and other related factors and recommend award of contracts.
- Coordinate with appropriate personnel in finalizing the preparation of requests, proposals and bids.
- Prepare items and resolutions for Board approval.
- Prepare periodic and special reports.
- Train, supervise and evaluate the performance of assigned personnel.
- Advise and train staff in financial record keeping and audit techniques, and budget monitoring and control.
- Select, train and evaluate accounting personnel.
- Oversee the Burlingame Aquatic Center.
- Perform other related work as assigned

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- Bachelor's degree preferred or equivalent relevant experience.
- Five years of increasing responsibility and experience in construction, accounting and/or finance.
- Experience managing budgets and financial analysis preferred. Excellent verbal, written, and interpersonal skills, including team and consensus building.

KNOWLEDGE OF/ABILITY TO:

- Understand contracting for construction and professional services by California public agencies.
- Familiarity with California Accounting Manual and California SACS Manual.
- Familiarity with California Public Contract Law.
- Understand management of public funds for capital programs.
- Understand change order process and amendments.
- Understand cash flow.
- Understand construction and consulting contracts.
- Government accounting laws and regulations of special projects.
- Financial recordkeeping, procedures and methods.
- Proper auditing procedures and financial reporting.
- Methods and practices of statistical and financial recordkeeping and financial terminology.
- Computer accounting systems.
- Microsoft Word and Excel or equivalent programs.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- Ability to sit or stand for long periods of time.
- Ability to work at a computer station for extended periods of time.
- Ability to work under pressure to meet deadlines.
- Ability to read fine print.
- Ability to communication by telephone and in person.
- Ability to reach, bend and grasp in order to file and retrieve materials.
- Ability to operate a computer keyboard and calculator.

- Lift up to 30 pounds or carry any object weighing 20 to 30 pounds.

LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.