



Romoland School District

JOB DESCRIPTION

FISCAL SERVICES SUPERVISOR

Summary:

Under the supervision of the Chief Business Official, the Fiscal Services Supervisor is responsible for the oversight and support of accounting technicians and accounting clerks in performing a wide variety of financial and clerical operations with the primary focus on the maintenance of district fiscal programs.

Essential Job Functions:

- Coordinate the annual budget development process under the guidance of the Chief Business Official.
- Analyze fiscal and financial data to determine accuracy of fiscal and financial records.
- Assist with providing technical assistance and internal audit of Associated Student Body (ASB) programs.
- Oversee financial accrual process and reconciliation.
- Assist in the selection and training of new employees.
- Audit financial records to ensure operations adhere to accounting and purchasing standards and practices.
- Coordinate processing of a variety of fiscal information, files and records to ensure up-to-date reference and audit trail for compliance.
- Perform attendance accounting functions and prepare state reports.
- Oversee the preparation and distribution of expenditure reports, warrants and fund transfers.
- Oversee categorical resource accounting.
- Maintain cash controls for the District.
- Prepare a variety of written materials for the purpose of documenting activities, providing written reference, conveying information and complying with financial, legal and administrative requirements.
- Assist in preparation of Board presentations, workshops and other trainings.
- Supervise the billing process for services provided by the District to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed.
- Supervise staff, develop work assignments and complete employee evaluations.
- Perform research and special project assignments related to negotiations, contract or confidential personnel matters as related to the budget process.
- Work with independent auditors in the performance of annual and special audits.
- Perform other related duties as required.

QUALIFICATIONS

Knowledge of:

- Accounts payable, accounts receivable, attendance, categorical, facilities and ASB accounting including general financial practices and procedures.
- Knowledge of the purposes, methods and practices of technical financial recordkeeping work.
- Excellent knowledge of account classification and accounting entries (SACS knowledge highly desirable).
- Knowledge and ability to perform complex statistical and arithmetic calculations.
- Understand complex multiple step instructions.
- Modern office methods and equipment.
- Computer assisted accounting systems, system analysis techniques, financial forecasting programs.
- Computer systems and business software.
- Governmental budgeting and accounting practices.
- District, State, and Federal policies affecting District operations.
- Purchasing principles and practices.
- Systems organization and management.

Ability to:

- Direct the operations of Business Services.
- Perform highly responsible technical financial record keeping, budgeting and purchasing work.
- Provide effective reports both verbal and written to the CBO, various committees and the Governing Board.
- Motivate employees and enhance morale.
- Demonstrate exceptional interpersonal skills.
- Establish and maintain cooperative relationships with those contacted during the course of work.

Experience and Education

- Varied and responsible school business management experience.
- Negotiations and Human Resources certification or training preferred.
- BA in Business, School Business, Administration or related field desired.

Physical Requirements:

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Physical, mental and emotional stamina to work under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a variety of typical office equipment and prepare/complete required paperwork.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient mobility to walk, bend, kneel, stoop, reach, stand and move around for extended periods of time up to an eight-hour shift (with the exception of breaks and lunch).

Employment Category: Management

Work year: 247 Days