

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, oversee the daily functions of the Fiscal Services Department; plans and evaluates the budgetary needs of the District to ensure fiscal solvency and compliance with regulations; submits required State and County reports on time and verify information reported is accurate; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee the daily functions of the Fiscal Services Department; assure compliance with federal, State and County rules, regulations and requirements.

Plans, organizes, manages and directs the District's general accounting activities and operations; ensures proper accounting for all expenditures and revenues in accordance with GAAP, GASP and GASB.

Directs and ensures payment of vendors and contractors per contract and agreement terms and conditions.

Plans and directs the operation and implementation of financial controls for the billing, receipt and accounting for funds from grants and other sources.

Analyze, evaluate and approve claims for reimbursement for various categorical programs; review and release accounts payable batches, and interfund transfers; analyze and approve journal entries and purchase requisitions submitted by sites and departments; review and analyze bank reconciliations; open new accounts.

Conducts or manages and directs the completion of financial planning activities and analyses, involving complex, specialized and technical data and in-depth understanding of accounting and financial principles and practices.

Plans and directs the preparation of and reviews, integrates and analyzes accounting, financial and management reports prepared for District departments, the Board, senior management and other governmental and regulatory bodies.

Directs and oversees coordination of departmental activities with external auditors for annual audit.

Directs and oversees payroll processes in accordance with District salary ordinance; review methods and procedures for tracking sick time, vacation balances, and other payroll related leaves; prepare payroll notices and bulletins for District employees; review issuance of payroll from the revolving cash fund.

Provide technical expertise, solve a variety of payroll and fringe benefit problems and respond to questions or complaints from employees regarding interpretation of laws, rules and district regulations.

Analyze salary and benefit information for District personnel; calculate encumbrance of salaries and benefits for non-categorical personnel.

Coordinate collection and reconciliation of fringe benefit accounts, including voluntary deductions (e.g. tax sheltered annuities).

Reconcile pay history, W-2 detail and District deposits as assigned; assure proper State and federal tax reporting; assure timely deposits; research and correspond with the Internal Revenue Service (IRS) and Employee Development Department (EDD) related to tax issues.

Complete and coordinate distribution of census reports, Health Care tax forms, W-2 forms, and other tax-related forms; ensure that payroll reporting is compliant with the Affordable Care Act (ACA).

Work closely with Human Resources, Risk Management and Payroll to ensure that employees are paid correctly, charged to the proper accounts, and validation of records is completed between the Human Resource, Payroll, and Accounting departments.

Maintain the position control system; monitor position control and personnel changes; analyze position control costs from changes in employment; create and maintain worksheets to monitor changes in position and in employment for reporting purposes; process payroll funding change forms.

Prepare analytical data showing fiscal impact with regards to salary and benefit negotiations. Conduct staffing and salary analyses; develop and coordinate strategy for implementation of personnel, budgeting and payroll systems; test programs and validate outcomes for the District; generate projections related to salaries.

Assist with the budget development process of the District by completing entries necessary for systematic updates, communicating with staff about needs and timelines related to these updates; enforces and explains budget process, policies and procedures; provide assistance and expertise to departments in financial planning for programs authorized by the Board.

Analyze and monitor the District budget for solvency; make revisions to the District budget as needed; analyze and determine the impact of economic and legislative changes on the District's financial plans and budgets.

Analyze and approve budget transfers submitted by sites and departments.

Prepare student enrollment analysis and complete reporting requirements as needed.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, coordinate staff work activities and review work for accuracy, completeness and compliance with established standards, requirements and specifications; provide work direction to assigned staff.

Communicate with department personnel, outside organizations and District departments and sites to answer questions, resolve issues or concerns and coordinate activities; contact sites regarding accounts, budget transfers and related matters.

Prepare and maintain a variety of financial statistical and narrative records and reports related to assigned activities; submit required state and county reports; prepare Board agendas related to budget or financial concerns of the District; prepare materials for auditors; update and revise procedures manuals.

Directs the maintenance of records to ensure such records are accurate, up-to-date, complete and in compliance with all appropriate standards, laws, rules, regulations and policies.

Communicate with department personnel, outside organizations and District departments and sites to answer questions, resolve issues or concerns and coordinate activities; contact sites regarding accounts, budget transfers and related matters.

Attend a variety of professional workshops, conferences, district and county office meetings and read pertinent information to keep current on assigned functions.

Operate a computer terminal, calculator, and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board (GASB)
Accounting terminology, practices and procedures of the District.
Budgeting processes and forecasting.
Mandatory and elective benefits relationship to wages earned.
Budgeting processes and forecasting.
School accounting manual and related requirements.
Account number structure and the correct use of object codes.
Fiscal programs and services of the District.
Applicable State and federal laws, rules and regulations related to assigned activities.
Advanced personal computer operations and applications.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

ABILITY TO:

Oversee the daily functions of the Fiscal Services Department.
Perform professional-level analysis of District funds, accounts, salaries, budgets and various other fiscal programs and services.
Audit funding and spending of assigned programs.
Submit required State and County reports on time and verify information reported is accurate.
Monitor the District budget for solvency.
Develop methods of tracking and gathering information and statistics.
Perform complex mathematical/statistical calculations.
Train, supervise and evaluate the performance of assigned personnel.
Apply and explain policies, procedures, rules and regulations.
Communicate effectively both orally and in writing.
Plan and organize work.
Create complex spreadsheets.
Operate a computer and other office equipment.
Prepare analyses, correspondence, financial statements, forms and other materials.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in Business Administration, Accounting or closely related field from an accredited college/university is required.

Experience: Five years progressively responsible professional experience in accounting or related field, preferably in a school district or governmental agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Sitting for extended periods of time.