

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COORDINATOR, FISCAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Director and Manager of Fiscal Services perform complex and confidential budgetary and accounting duties. Develop financial estimates and variance reports, perform statistical computations, reconcile and review the work of others and prepare basic financial statements, monitor and maintain the District's position control system.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

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.

Prepare student enrollment analysis and complete reporting requirements as needed.

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.

Maintain current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board (GASB) compliance issues. Develop expertise in the automated accounting and general ledger system including data reporting applications and special provisions.

Oversee, review and analyze accounting transactions processed by others for accuracy, proper account coding or classifications and allocation.

Perform advanced professional budgetary and accounting duties in the maintenance of District budgets and financial records; assure accuracy of records and correct errors or recommend modifications.

Prepare a variety of Federal, State and local financial reports, including payroll, taxes, budget, interim and final revenue and expenditure reports; submit reports to appropriate personnel or agency.

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.

Communicate with various departments and outside agencies to assure compliance, resolve issues or concerns and exchange information.

Operate a computer, calculator, and a variety of other office equipment; assist with resolving computer-related problems as needed.

Train and provide work direction to others as assigned; assign and review work; participate on interview panels as requested.

Assist with development and maintenance of departmental internal controls, policies and procedures.

Perform research, interpret information, and make recommendations.

Assist with preparation of Board communications and presentations.

**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.

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.

Long term and short term debt service management.

**ABILITY TO:**

Perform professional-level analysis of District funds, accounts, salaries, budgets and various other fiscal programs and services.

Audit funding and spending of assigned programs.

Assure fiscal solvency of assigned funds.

Perform complex mathematical/statistical calculations.

Communicate effectively both orally and in writing.

Create complex spreadsheets and PowerPoint presentations to facilitate reports.

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.

Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Education: High School Diploma or equivalent. Bachelor's degree in accounting, finance, business administration or related field is required.

Experience: Three years of increasingly responsible accounting experience 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.