

FISCAL SERVICES COORDINATOR (CONFIDENTIAL)

DEFINITION

Under the direction of the Assistant Superintendent, Business Services, plan, organize, assign, review, and manage district accounting of income and expenditures in accordance with the California School Accounting Manual (CSAM); establish and revise accounting procedures; conduct accounting analysis, audits of district funds, programs and accounts, and prepare financial statements; assist the Assistant Superintendent, Business Services, in all aspects of budget preparation, planning, analysis, and monitoring; assume and perform related work as necessary or required.

REPRESENTATIVE DUTIES

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 of the class.

- Advise senior management, including the Superintendent and Assistant Superintendent, Business Services, concerning district accounting and financial services, budget, fiscal stability of district programs, and internal control
- Regularly participate in management discussions concerning the analysis and development of economic-related proposals for negotiations
- Develop comparable reports for reclassification studies and cost analysis for topics in negotiations
- Serve as a resource during negotiations to explain underlying financial data supporting the district's position
- Analyze cost implications for the district's and associations' proposals for negotiations
- Develop and coordinate preparation of the district's annual budget including formulation of budgetary formulas, usage of proper controls and procedures, performance of multi-year projection analysis, and preparation for transfer of funds to accomplish approved financial objectives
- Plan, schedule, audit, supervise, and participate in the preparation and maintenance of a variety of accounting and financial record management reporting, including general and special ledgers for district funds
- Assist in the development and supervision of position control policies, procedures, and activities
- Compile, coordinate, and supervise the maintenance of accounting, financing, and statistical records
- Prepare and maintain records of transfer of appropriations, expenditures, and distribution of expenditures; coordinate financial transactions with other agencies
- Assist in the preparation of required financial reports for federal, state, and local agencies; prepare and reconcile annual and quarterly payroll reports for federal and state reporting; prepare and maintain a variety of financial reports and schedules for submission to the county office and state, including the AB1200 report

- Coordinate annual closing activities, taking action to ensure the accurate processing and timing of all required accounting transactions to present accurate statements of the district's financial position
- Assist in the recommendation and monitoring of internal audits of various accounting functions and audit programs to central budget expenditures; coordinate external audits and formulate corrective action to any findings
- Perform tracking and reporting of grants, entitlements, revenue limit, and capital funding; assist in the maintenance and controlling of project cost accounting
- Advise, consult, and monitor the school site principals, secretaries, and department managers concerning budgetary control, accounting strings, and expenditure coding; provide regular reports to schools and departments
- Analyze and prepare statistical data for the district's collective bargaining negotiations with certificated and classified unions and unrepresented classifications
- Assist in the preparation and monitoring of district budgets and cash flow, including revenue documents, expenditure estimations, and projections, including special projects
- Prepare and maintain financial statements and records for the Cypress Education Foundation
- Analyze work processes, systems, and procedures as part of achieving work plans and goals, complying with accounting standards; work with the Assistant Superintendent, Business Services, to implement proper internal audit procedures and financial controls and to complete departmental projects
- Assist in the development of procedures and forms to facilitate better communication of fiscal information

ORGANIZATIONAL RESPONSIBILITIES

The Fiscal Services Coordinator is directly responsible to the Assistant Superintendent, Business Services, within the guidelines of the district evaluation policy and supervises and evaluates support personnel as defined by the Assistant Superintendent, Business Services.

QUALIFICATIONS

Knowledge of:

- Principles, methods, practices, and procedures of school district accounting, budget planning, fiscal record management, auditing procedures, and data processing systems
- Governmental accounting standards established by Governmental Accounting Standards Board (GASB)
- Legal mandates, policies, and regulations pertaining to educational accounting and fiscal record management and reporting
- Computer-assisted accounting and fiscal record management systems and equipment
- Principles, practices, and techniques of effective management, organization, supervision, employee motivation, and training
- Financial analysis and research procedures as they apply to financial methods
- Collective bargaining practices and procedures
- School district attendance and accounting, construction project accounting, funding processes including, but not limited to, revenue limit and federal, state, and local funding

- Position control policies and procedures consistent with budget control

Ability to:

- Perform responsible and technical accounting, budget, and fiscal planning functions and activities
- Communicate effectively, both orally and in written form
- Organize, supervise, train, evaluate, and provide input in regard to the work of accounting, payroll, and budget personnel
- Prepare fiscal, financial, and narrative reports in a clear and concise manner
- Review, audit, and verify financial statements and related summaries and reports
- Understand and carry out oral and written directions with minimal accountability controls
- Interpret laws, rules, and regulations
- Establish and maintain effective and cooperative working relationships
- Maintain confidentiality
- Resolve problems with tact and proficiency
- Operate a variety of business-related equipment

Education and Experience:

Bachelor's degree in accounting, budget planning, business management, or related field and four years of progressively responsible professional accounting experience, at least two of which were in a lead or supervisory capacity, preferably in a California public school district agency; or an equivalent combination of training and experience.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license and the ability to maintain insurability under the district's vehicle insurance policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this class, the employee must be able to use written and oral communication skills, including ability to understand and be understood in normal face-to-face

or telephone communications; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with district staff, supervisors, teachers, vendors, and other organizations and the public; occasionally required to deal with staff in conflict situations.

The employee typically works in an office environment where the noise level is quiet or moderately quiet. The employee travels to a variety of different offices/schools and other off-site facilities for meetings.

Approved: May 9, 2013

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