

Ontario–Montclair School District

CLASS SPECIFICATION Fiscal Services Manager

GENERAL PURPOSE

Under general direction, plans and supervises the work of the Fiscal Services department including payroll and accounting; oversees and performs a full range of complex, professional accounting, financial and budget analyses in the preparation and maintenance of the District's financial records, reports and systems; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of assigned financial accounts, programs and activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Services Managers plan, organize, supervise and evaluate the work of professional and technical accounting and payroll support staff. Incumbents perform managerial, professional accounting and financial work ranging in difficulty from moderate to the most complex and serve as experienced resources to District managers and administrators. Assignments require the use of professional judgment and a thorough knowledge of accounting principles and financial management practices.

Fiscal Services Manager is distinguished from Accounting Supervisor in that incumbents in the latter class supervise the work of an accounting section whereas incumbents in the former class supervise the various areas of an entire department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 to this class. There will typically be an assigned schedule for these duties.

1. Plans, supervises and evaluates the work of department staff; develops, implements and monitors work plans to achieve group mission, goals and performance measures; supervises and participates in developing, recommending and implementing plans, policies, systems and procedures applicable to department responsibilities.
2. Performs complex and technical accounting work in the maintenance and analysis of records of revenues, expenditures and special program/project funds; prepares analyses, schedules, journal vouchers and reconciliations to produce accurate periodic financial reports in accordance with GAAP and other accounting standards and the State Accounting Manual; makes recommendations and calculates allocation of costs to District departments and other entities; accumulates and analyzes cost data and prepares cost accounting reports; balances and reconciles asset and liability accounts; calculates and prepares various tax reports; performs accounting for bond, construction and other special funds; monitors and prepares periodic reports on special funds; conducts special expenditure analyses and audits to ensure full reimbursement of District costs in connection with construction and special fund expenditures.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the department's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Supervises the work of professional and technical accounting and payroll support staff in the department; supervises accounts payable, Medicare reimbursement and payroll processing functions; oversees monitoring of student enrollment and average daily attendance data to ensure accuracy; oversees the monitoring of student body funds and processing of payments to vendors associated with student body accounts.
5. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with District human resources policies and labor contract provisions.
6. Prepares projections of revenues, budget estimates and supporting schedules; monitors and reports on budget and revenue account status; reviews and processes requests for budget adjustments; prepares multi-year cash flow analysis; develops databases and analyzes financial information; answers questions and compiles special reports for site and department use in budget tracking and reporting; calculates revenue limits for budget development and interim reporting and provides data to the County.
7. Participates in preparation of monthly and special periodic financial reports and statements to the Board of Trustees and management; conducts special analyses required by the Board; supervises and participates in preparation of Board agenda items for enrollment, average daily attendance and class size reduction program and ADA related programs; prepares special education billings to SELPA.
8. Works directly with staff from other departments to resolve technical accounting issues and problems; conducts workshops and presentations for District staff on the County's financial system and mandated costs; meets with site/department management and staff regarding accountability to District accounting and budget processes and revised budget projections; provides information and reports to auditors, county personnel, IRS, State Franchise Tax Board, and other governmental agency representatives.
9. Reviews financial transactions to assure conformance to district, county, state and federal policies, rules, regulations and codes; assures that funds are budgeted, controlled, accounted for, reconciled and audited according to acceptable accounting practices and legal requirements in areas of assigned responsibility.
10. Performs special analyses and projects as assigned.
11. May act for the Assistant Director, Fiscal Services in that individual's absence, as assigned.

QUALIFICATIONS

Knowledge of:

1. Generally accepted accounting principles and standards, including GAAP and GASB, applicable to school district accounting.
2. Principles and practices of general fund and governmental accounting, including financial planning/forecasting, financial statement preparation and methods of financial control and reporting.
3. Principles and practices of cost accounting.
4. Internal control and audit principles and practices.
5. Principles and practices of public agency budgeting.

6. Laws, regulations, rules and codes applicable to the financial administration of a school district.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. The operations, requirements and codes of the County's financial reporting/general ledger computer system.
9. Public purchasing and contracting principles and practices, including competitive bidding procedures.
10. Principles and practices of effective supervision.
11. District human resources policies and labor contract provisions.

Ability to:

Establish and maintain effective working relationships with District management, staff, representatives of the County Office of Education, outside auditors and others encountered in the course of work.

1. Plan, organize and supervise the work of assigned professional and technical accounting support staff.
2. Operate a computer and spreadsheet software and other standard office equipment.
3. Analyze and make sound recommendations on complex financial data and operations.
4. Plan and evaluate financial systems and practices and make sound recommendations for improvement.
5. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, policies and procedures.
6. Develop and implement financial procedures and controls.
7. Perform complicated mathematical calculations and analyses.
8. Prepare clear, concise and comprehensive financial statements, statistical reports and narrative materials.
9. Exercise sound professional judgment within general policy guidelines.
10. Communicate effectively, orally and in writing.
11. Maintain confidentiality and discretion with sensitive materials.
12. Establish and maintain effective working relationships with District management, staff, representatives of the County Office of Education, outside auditors and others encountered in the course of work.

Education, Training and Experience:

Graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and six years of progressively responsible professional accounting experience, at least three of which were in a lead or supervisory role, preferably in a school district or governmental agency.

Licenses; Certificates; Special Requirements:

Certified Public Accountant is desirable, but not required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand, and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.