COAST UNIFIED SCHOOL DISTRICT
Job Description

Title: Manager of Fiscal Services
Salary Range: Confidential Management
Work Year: 12 months / 261 Days
Reports To: Chief Business Official / Superintendent
Classification: Confidential Management

Job Summary:

Under the direction of the Chief Business Official or Superintendent, the Manager of Fiscal Services performs highly responsible and complex financial and administrative duties to support the business operations of the District. Responsibilities include oversight of local, state, and federal grant compliance; fiscal management of student enterprise programs; audit preparation; vendor and tax compliance; coordination of community partnerships and donations; and cross-functional support during staffing gaps. This position requires a high level of independent judgment, confidentiality, and technical expertise in governmental finance and accounting.

Qualifications:

Knowledge of:

- Governmental accounting and fund-based financial systems
- Applicable state and federal compliance requirements for education grants
- Audit procedures and internal control practices
- District policies and procedures related to procurement, vendor relations, and donations
- Modern office software and enterprise financial platforms

Ability to:

- Work independently and manage multiple priorities and deadlines
- Interpret and apply complex financial, compliance, and regulatory data
- Maintain detailed and accurate financial records
- Communicate effectively with internal and external stakeholders
- Exercise sound judgment and discretion in situations requiring confidentiality

Education: Equivalent to an associate's degree in business, finance, accounting, or a related field. A bachelor's degree is preferred.

Experience: Five years of increasingly responsible administrative and financial experience. Experience in a school district setting is highly desirable.

Essential Job Functions:

1. Accounts payable duties, including processing invoices, conference reimbursements, mileage and other claims. Audits all accounts for accuracy and verifies budget account lines, balances, and proofs of approvals. Tracks payments in electronic management system and submits remittances to each vendor or employee.
2. Monitors vendors for reporting to Employment Development Department and processing 1099s annually.
3. Manages revolving cash accounts and expenditures.
4. Prepares and submits state and federal meal reimbursement claims for Cafeteria Funds, including reconciling cafeteria bank accounts.
5. Accounts receivable duties, including preparation, mailing and collection of invoices and deposits for various leases.
6. Collects and reviews attendance from all school sites, including maintaining internal spreadsheet or assist in reporting through electronic system each month.
7. Reviews and processes purchasing requisition orders and accounting duties related to same.
8. Prepares Board reports regarding budget matters.
9. Track and process cash and budget transfers as needed.
10. Prepares budget related documents and reports for San Luis Obispo County Office of Education (SLOCOE) and San Luis Obispo County Assessor's office.
11. Processes sales and use tax returns, including gathering information form relevant departments for same.
12. Processes and files non-resident withholding tax reports for consultants according to IRS requirements.
13. Oversees all copier leases and communicates with leasing companies regarding same.
14. Independently manage fiscal components of local grants, including tracking, compliance reporting, and audit documentation.
15. Prepare and submit quarterly and annual reports for competitive grants.
16. Serve as the fiscal lead for student-run enterprises, including invoicing, ACH processing, account reconciliation, and internal fund transfers.
17. Oversee vendor setup and payment processing; ensure compliance with sales/use tax regulations.
18. Coordinate and track community donations; maintain accurate reporting systems to ensure transparency.
19. Lead audit preparation, compile supporting documentation, and serve as a primary liaison to external auditors.
20. Support cross-functional administrative tasks during staffing shortages or high-demand periods.
21. Maintain confidentiality of sensitive and proprietary information in compliance with District policy.
22. Completes the annual developer fee reporting for the SLO County Office of Education and SLO County.
23. Acts as the district lead for all ASB accounts (reconciliations and reports for auditors).
24. Acts as the district account set-up lead for district work order and facilities management system.
25. Performs other duties as assigned.

Physical Requirements:

1. Understand speech at normal levels in person or on the telephone.
2. Communicate clearly in person and on the telephone.
3. Operate office and computer equipment with dexterity.
4. Occasionally lift and carry equipment and supplies up to 25 pounds.
5. Sit or stand for extended periods of time while working at a computer terminal.
6. Think clearly and rationally to solve problems and manage multiple financial tasks simultaneously.

Supervision:

Under the direct supervision of the Chief Business Official and/or Superintendent.

Approved: 10/2/2025