JOB DESCRIPTION
FISCAL SERVICES COORDINATOR

DEFINITION:
Under the direction of the Chief Business Official, the Fiscal Services Coordinator performs a variety of supervisory, technical, and responsible accounting duties related to the preparation, maintenance and review of financial records, accounts, and reports, including confidential information related to collective bargaining; assures compliance with established District policies and procedures and governmental regulations.

ESSENTIAL DUTIES:
- Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of assigned District funds, budgets, and accounts; monitor and manage assigned State and federal budget documents, programs, and periodic interim reports; prepare budget revision reports and monthly financial reports for Board approval.
- Audit accounts for errors and make appropriate adjustments; provide technical accounting support for various accounts and functions such as the general ledger maintenance, journal entries, budget transfers, grants, categorical projects, and related fiscal assignments as directed.
- Implement Position Control functions to ensure entered employee data is accurate and current for the development of cost and salary projections; maintain and revise records and data for all full-time equivalent employees within the district.
- Prepare and maintain a variety of financial and statistical records, spreadsheets, statements, files, and reports related to accounts, funds, revenue, expenditures, department and site budgets, projects, personnel, attendance, grants, payroll, inventory and assigned activities; make journal entries to the General Ledger.
- Monitor petty cash, district accounts, audit ASB fund accounts held at school sites, transfer funds to County office of Education.
- Assist the public regarding developer school fees; calculate, prepare, collect and report documentation pertaining to developer fees as required according to District, County, and State procedures; prepare applicable reports for the State and Board of Trustees.
- Research and perform a variety of special projects related to District and program financial systems. Prepare and maintain the fixed asset inventory of capital asset reporting.
- Provide analytical support for District's negotiation team in all collective bargaining negotiations. Conduct a variety of analyses of historical; spending patterns and future (projected) spending to be used in collective bargaining negotiations.
- Assist in completion of post-negotiations cost analysis (AB1200) for the Tulare County Office of Education.
- Prepare budget revision reports and monthly financial reports for Board approval; assist in the analysis of board agenda items; monitor revenue receipt; maintain expenditure control; assist administrators, principals and district staff; calculate projections of salary and benefit costs.
- Conduct financial analysis and perform specialized and technical work requiring the application and interpretation of data, facts, procedures, and policies; provide functional or technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, and clerical personnel.
- Monitor and analyze budgets for District schools and departments including other funds to prevent over expending; advise staff on budget issues including budget revisions, expenditure transfers, reduction in expenditures, proper coding, timesheets, and other budget-related questions and procedures.
- Research, compile, prepare and revise fiscal data; monitor, evaluate and reconcile assigned funds and accounts; code, verify and update accounts to reflect income, transfers, and expenditures; reconcile various fiscal statements to ensure accurate fund accounting.

- Process requisitions according to established procedures; verify appropriate coding in assigned system; ensure budget accurately reflects the purchase the intent of the purchase; ensure funds are available for purchases.
- Review employee timesheets for accurate coding funding source, and budget information as assigned by the position; link accounts, correct account codes as needed and determine appropriate funding source.
- Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries and generate a variety of computerized reports and Statements; ensure accuracy of input and output data.
- Assist the Chief Business Official in ensuring fiscal records, reports and activities comply with established laws, regulations, policies, and procedures; research budgetary rules and guidelines as needed; ensure mandated reports are submitted to appropriate governmental agencies according to established timelines.
- Prepare the annual district budget, develop, and revise new and designated District budgets; forecast revenue and expenditures; analyze budgetary data and provide input to administrators concerning budgetary allocations, limits, and expenditures; monitor budgets to ensure compliance with limitations.
- Perform work in other fiscal areas including first and second interim and quarterly reporting, preparing budget revisions for the Board, closing of District books, salary projections, participating in annual audits and other activities as assigned.
- Train and provide work direction to various administrators, personnel, and District departments regarding fiscal and budget activities.
- Communicate with personnel, outside organizations, and governmental agencies to exchange information, coordinate activities and resolve issues and concerns.
- Attend and participate in various meetings as assigned; maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; provide training to assigned staff as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to:
    - Associate degree or equivalent in formalized training or course work including accounting, auditing and business procedures and practices.
    - Two years recent experience in school fiscal and financial management and computer assisted financial systems, **or**
    - High school diploma or equivalent, and
    - Four years of recent experience in school fiscal and financial management and computer assisted financial systems.

Desirable Qualifications:

- Experience working in a school district setting.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Successful completion of District Proficiency Test.
- Fingerprint Clearance
- Negative TB Test Result

Knowledge of:

- Generally accepted accounting principles, practices, and procedures.
- Methods, procedures, and terminology used in specialized accounting work.
- Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management.
- Preparation, review and control of assigned budgets and accounts.
- Financial and statistical record-keeping techniques.

- Preparation of financial Statements and comprehensive accounting reports.
- General procedures and techniques involved in the development and implementation of District budgets.
- Financial analysis and projection techniques.
- Policies and objectives of assigned programs and activities.
- General accounting, budget and business functions of a school district.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Technical aspects of field of specialty.
- Complex arithmetic computations.

Ability to:

- Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of assigned District funds, budgets, and accounts.
- Provide financial analysis and prepare and evaluate comprehensive accounting Statements and reports.
- Maintain and organize accurate financial and statistical files, records, and reports.
- Assist in the preparation, development, and revision of designated District budgets.
- Reconcile, balance and audit assigned accounts.
- Provide input to administrators concerning budgetary allocations, limits, and expenditures.
- Calculate, post, and adjust financial data including income and expenditures.
- Identify, investigate, and resolve financial errors and discrepancies.
- Maintain confidentiality of information.
- Interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform arithmetic calculations quickly and accurately.
- Plan and organize work.
- Work independently with minimal supervision.
- Meet schedules and timelines.
- Operate standard office equipment including a computer and assigned software.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or walking for extended periods of time.
- Lifting and carrying light objects.
- Reaching overhead and above shoulders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: June 13, 2023

FLSA Status: Exempt (Unrepresented Classified Management Salary Schedule)