

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

CLASS TITLE: FISCAL SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Chief Business Official and/or designee the Fiscal Services Manager plans, organizes, oversees, and evaluates the daily operations of the Fiscal Services Department, ensuring accurate, timely, and compliant financial management across all ROP funds and fiscal functions. The Fiscal Services Manager provides leadership and technical expertise in budgeting, accounting, payroll, financial reporting, position control, accounts payable/receivable, and related fiscal operations. This position supports organizational initiatives through data-driven financial analysis, ensures adherence to applicable federal, state, and county requirements, and supervises assigned fiscal personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and manage the daily operations of the Fiscal Services Department.

Direct the preparation, maintenance, review, and reconciliation of financial records, accounting reports, revenue and expenditure data, and budget documents in accordance with established procedures, laws, regulations, and audit standards.

Assist the CBO in the development, monitoring, and adjustment of the ROP annual budget; prepare analyses, forecasts, and multi-year projections to support the CBO in strategic planning and Board-level reporting.

Ensure accurate monitoring and reporting of income and expenditures for all ROP funds, including general fund, restricted funds, grants, federal and state programs, revolving cash, and special projects.

Supervise, train, schedule, and evaluate assigned fiscal staff; provide guidance on procedures, timelines, workflow efficiencies, and compliance expectations.

Review and approve all financial transactions, ensuring timely and accurate processing.

Coordinate internal and external audits; prepare necessary documentation, respond to auditor inquiries, and ensure corrective actions are completed.

Develop, recommend, and implement improved fiscal procedures, internal controls, and accounting systems to enhance departmental efficiency, accuracy, and compliance.

Assist the CBO in preparing and presenting financial reports, budget updates, and fiscal analysis to the Board, Superintendent, administrators, federal/state agencies, and other stakeholders.

Support the CBO in maintaining compliance with county and state reporting requirements, including periodic financial reports, accounting submissions, and statutory deadlines.

Coordinate department-wide use of financial software, ensuring staff proficiency and system accuracy.

Oversee accurate development and reporting of position control data; ensure staffing changes are properly

costed, budgeted, and reflected in financial systems.

Maintain communication with internal and external partners to resolve issues, share information, and coordinate fiscal activities.

Attend assigned meetings, training, and conferences to remain current on laws, regulations, and best practices in public-school finance.

Utilize a variety of office equipment and specialized software to increase efficiency and accuracy in financial and position control operations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of California public school and district accounting, including relevant laws within the Education Code and California accounting manuals.

Principles and procedures for payroll, accounting, fund accounting and school district accounting, state and federal requirements and finances.

District fiscal policies, organization, operations and objectives.

Accounting and statistics required for the preparation of reports.

Principles of supervision, evaluation and training for assigned supervisory responsibilities.

Accounting and auditing principles, practices, and procedures.

Applicable laws, codes, regulations, policies, and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Modern office practices, procedures, and equipment.

Arithmetic computations.

ABILITY TO:

Plan, organize, and administer ROP accounting, budget, and financial record-keeping activities.

Participate in the development, maintenance, and control of ROP budgets.

Organize and oversee the review, processing, and adjustment of various ROP accounts and financial activity.

Analyze financial data and prepare reports, forecasts, and recommendations.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Provide excellent customer service internally and externally.

Communicate effectively both orally and in writing.

Communicate effectively with all levels of district personnel, the Board of Education, and the general public.

Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

Operate standard office equipment including a computer and assigned software.

Plan and organize work.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field, and a minimum of five years of progressively responsible experience overseeing two or more of the following areas in a school district, regional occupational program (ROP), or county office of education: financial or budget analysis, accounting operations, program accounting, or payroll processing.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.