

CLASS TITLE: FISCAL MANAGER

BASIC FUNCTION:

Under the direction of the Chief Business Officer, the Fiscal Manager monitors income and expenditures; performs complex financial work involved in the maintenance of the general and categorical funds; prepares district budget and financial statements; collaborates with various departments and school sites; supervises designated staff members; assists with District's budgeting process, and performs other duties as assigned.

ESSENTIAL DUTIES:

Ensures accurate and timely financial information is available for decision-making.

Prepares and presents regular financial reports to district leadership and the Board of Education.

Gather and compile requested documentation for internal and external auditors.

Monitors and maintains the District's position control process.

Develops an effective organizational structure for the Accounting Department and recommends modifications which will result in better business services.

Implements and monitors internal controls to safeguard district assets and ensure fiscal integrity.

Conducts periodic reviews to assess the effectiveness of financial procedures.

Provides training to schools and departments on business procedures, policies, audit findings and internal controls.

Participates in the development of the monthly, quarterly, and annual reports.

Manages accounts payable and receivable processes, ensuring accuracy and compliance with financial policies.

Oversees the processing of invoices, purchase orders, and payments.

Maintains District financial records as required by law, Board Policy, administrative directives, and regulations of County, State, and Federal agencies.

Manages the district's cash flow, including forecasting and optimizing the use of financial resources.

Supervises and evaluates the performance of assigned personnel; schedules, assigns and reviews work; implements staff training as needed.

Contributes to the creation of the District's budgeting process, including the Adopted Budget, Revised Budget, First and Second Interim reporting, and Annual Audit requirements.

Fosters a collaborative and positive work environment within the fiscal department.

Contributes to the District's commitment to diversity, equity, and inclusion.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Codes and Regulations

Governmental Accounting

California School Accounting Manual

Generally accepted accounting, budgeting, and auditing principles, practices and methods, and their application to governmental accounting

Federal, state, and local laws, rules and regulations as they pertain to accounting procedures and systems and records retention

Financial accounting and budget preparation procedures

Methods, practices and terminology used in financial clerical work

Principles of financial administration, including budget development and reporting

Principles, practices, and techniques of organization, administration, and personnel management

Effective record keeping practices and procedures

Knowledge of correct English grammar, punctuation and spelling

Current payroll and accounts payable accounting practices and procedures, laws and rules

Concepts and applications of automated data processing systems and equipment related to financial systems and accounting operations

Financial analysis and research procedures, methods, and techniques

Principles and practices of employee training and supervision

Modern office methods, procedures, terms, and equipment, including a working

knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;

ABILITY TO:

Communicate effectively verbally and in writing
Understand and carry out verbal and written instructions
Analyze and interpret fiscal data
Research and compile data independently
Manage, prioritize multiple tasks
Establish and maintain effective working relationships with others
Perform complex work including double entry bookkeeping
Prepare and maintain accurate records and statistical data
Supervise employees
Evaluate and take appropriate action without direct supervision
Operate office equipment used in connection with accounting such as computer, calculator, copier, fax, printer
Ability to use various computer software applications
Meet schedules and timelines

EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
Minimum of five years of relevant fiscal experience in public education experience.
Increasing levels of responsibility and experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver license.
CASBO/FCMAT CBO Certification desired.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment
Constant interruption
Direct contact with public and employees

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve and file materials.
Reaching overhead, above the shoulders and horizontally.
Ability to lift up to 25 pounds.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated by the Chief Business Officer in accordance with the Memorandum of Understanding between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).