

FISCAL MANAGERJob Summary

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 financial statements; performs other duties as assigned

Qualifications:Required:

- Five years of experience in financial record keeping
- Ability to communicate effectively orally and in writing
- Ability to type from clear copy containing a large percentage of numerical figures and tabular data
- Two-Year college degree or a minimum of five years experience in public school accounting
- Valid California Driver License (Incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire.

Desirable:

- Previous experience in a public school financial accounting
- Experience in supervision and training

Knowledge and Ability:

1. Ability to manage, prioritize multiple tasks
2. Ability to establish and maintain effective working relationships with others
3. Knowledge of correct English grammar, punctuation and spelling
4. Knowledge of methods, practices and terminology used in financial clerical work
5. Ability to perform complex work including double entry bookkeeping
6. Ability to prepare and maintain accurate records and statistical data
7. Knowledge of computer operations
8. Ability to supervise subordinates
9. Ability to analyze and interpret fiscal data
10. Ability to evaluate and take appropriate action without direct supervision
11. Ability to operate office equipment used in connection with accounting such as computer, calculator, copier, fax, printer
12. Ability to research and compile data independently
13. Knowledge of current payroll and accounts payable accounting practices and procedures, laws and rules
14. Ability to use various computer software applications
15. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Create District Budget from raw data
2. Maintains ledger systems through the data processing system
3. Assembles and tabulates financial data, prepares checks, and maintains various financial and statistical records
4. Oversees the requisition and purchasing process
5. Prepares monthly financial statements of General Fund
6. Reconciles direct ledger with county ledger and corrects irregularities
7. Issues receipts for all money received, deposits all money with bank or county treasurer, prepare journal entries, audit warrant requests, audit payroll worksheets, audit purchase orders
8. Prepares annual financial reports required by state or county
9. Responsible for the revolving cash fund money of the district: cash and checking account
10. Assist other staff in completing reports

FISCAL MANAGER

11. Train staff in accounting procedures
12. Be able to archive district documents
13. In the prolonged absence of Payroll Specialist and/or Account Technician/Asset Analyst, may be required to prepare the district payroll and/or process accounts payable and purchase orders
14. Assist district management personnel in budgetary matters
15. Reviews, develop, and maintain accounting systems, to ensure compliance with federal, state, and local accounting standards and legal requirements
16. Attends workshops, conferences, meetings and seminars in areas of school accounting
17. Responsible for the direct supervision of the Accounting Technician/Asset Analyst, Payroll Specialist and Secretary II-District Office 2.
18. Present reliable and relevant financial information to the School Board and the public in clear, easy to understand and concise terms
19. Be a positive team play and role model that represents Corcoran Unified in a professional manner.

Physical Requirement of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and other office machines
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job.