

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MANAGER, FISCAL SERVICES**

**JOB SUMMARY:**

Under the direction of the Controller/Assistant Business Manager, plan, organize and manage the District's fiscal services, including accounting, budget, payroll and benefits administration functions; coordinate and participate in the preparation of periodic financial reports, income and cost analysis; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize and manage the District's fiscal services, including accounting, budget, payroll and benefits administration functions; establish and maintain department timelines and priorities; ensure all fiscal functions comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and participate in the preparations of various periodic financial reports, income and cost analysis, including the monthly payroll, cash flow projections, and multi-year projections; ensure revenues and expenditures are properly accounted for; ensure required State, federal and local reports are submitted accurately within established timelines.

Interview, select, train and supervise assigned employees; conduct timely performance evaluations and recommend disciplinary action of assigned personnel as necessary; coordinate staff work assignments, develop employee schedules and review work to ensure compliance with established standards, requirements and procedures; ensure employee understanding of established requirements.

Prepare and maintain the District's annual budget; provide financial information to administration and staff; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; maintain records of income, appropriations and expenditures.

Perform internal audits of all District funds; work with external auditors and staff to ensure audit exceptions are resolved and to ensure compliance with State and federal guidelines.

Coordinate communications, projects and personnel to meet District fiscal services needs and ensure smooth and efficient department activities; investigate, evaluate and ensure proper and timely resolution of accounting, budget, accounts payable and receivable, attendance and student body accounting, payroll/benefits and other department issues, conflicts and discrepancies.

Manage personnel and activities to ensure accurate and timely processing of requisitions, purchase orders, and warrants; oversee and participate in generating, reviewing, evaluating, authorizing and assuring accuracy and completeness of requisitions, contracts, and warrants.

Schedule, supervise and coordinate monthly input of District payrolls; monitor activities to ensure proper input of payroll changes and update of corresponding records; oversee and provide technical expertise to staff in the preparation of salary worksheets, calculation and encumbrance of salary and fringe benefits; manage and coordinate the enrollment of employees in health and dental plans; ensure monthly reconciliation and balancing of plans.

Manage and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records, reports and statements for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate

computerized reports.

Coordinate and review activities of various program accountants related to posting of financial transactions, budget development and year-end closing.

Develop, maintain, revise and keep personnel current concerning policies, procedures and documentation related to fiscal services functions.

Communicate with administrators, employees and outside organizations to exchange information, coordinate activities and resolve issues or concerns; compose, distribute and respond to a variety of correspondence.

Provide technical expertise, information and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures and programs.

Act as liaison with District Information Systems and County Financial Accounting personnel.

Operate a computer and applicable software including word processing, spreadsheet and database programs; operate other office equipment as required.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations.

Attend, conduct and participate in various meetings and committees as assigned.

**OTHER DUTIES:**

Relieve the workload of the Controller/Assistant Business Manager by performing high responsible fiscal duties and assigned projects.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in accounting, business administration, or related field and three years increasingly responsible accounting experience including two years at the supervisory level in accounting, budgeting and payroll.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and management of District Fiscal Services operations and activities.  
Education Code, State and federal regulations and mandates, and IRS rules and regulations.  
Applicable laws, codes, regulations, policies and procedures.  
Policies and objectives of assigned programs and activities.  
Internal/external audit procedures.  
Budget preparation and control.

Operation of a computer and assigned software, including spreadsheet, database and word processing applications.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and manage operations and activities involved in the District's fiscal services.

Supervise and evaluate the performance of assigned personnel.

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

Coordinate department communications to meet District needs and ensure smooth and efficient operations.

Ensure proper and timely resolution of departmental issues, conflicts and discrepancies.

Coordinate activities to ensure accurate and timely processing of District payrolls, requisitions, contracts, and warrants.

Operate standard office equipment including computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports, records and files related to assigned activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen