

## FISCAL SERVICES MANAGER

### DEFINITION

Plans, coordinates, supervises, and participates in the administration of a wide variety of fiscal activities related to the budgetary matters of schools, large branches, local districts, charter schools, or the District.

### TYPICAL DUTIES

- Plans, coordinates, analyzes, and supervises activities concerning General Fund and special fund budgets that may include program, school, and local district oriented financial activities, including budget control, position control, and systems analysis.
- Supervises and participates in the analysis of accounts or charter schools' fiscal performance to assure conformance with program guidelines or policies and procedures; identify overdrafts, under-utilized funds, and encumbrances; determine accounts status or charter school's fiscal condition; and recommend adjustments to meet District or sub-District needs or legal requirements.
- Conducts and participates in a variety of analytical studies related to school, branch, local district, and program fiscal activities.
- Compiles and analyzes data, prepares reports, and participates in discussions regarding school, program, and District-wide or local district budget matters.
- Develops, recommends, and participates in the implementation of changes in financial policies, procedures, reporting, and budget control systems.
- Analyzes legislation to determine the effect on District or local district, or school finances and programs.
- Develops, revises, and directs the transmission of materials, such as procedure manuals, memoranda, reference guides, and bulletins regarding budget transfer, expenditure allocation, daily and annual instructional minutes, and other fiscal matters.
- May review Special Education due process agreements to process reimbursements.
- May perform oversight visits and review of charter schools including analysis of budgets, financial statements, independent audit reports, and financial documents such as bank and credit card statements, check registers, and invoices; analyzes Charter petitions, plans, and related financial legislation; and prepares related reports and notices.
- May supervise and participate in income estimation and analysis of the District's revenue sources; expenditure forecasting; reconciliation of Budget Services Branch data and General Accounting Branch balances; and Board report preparation.
- May supervise and participate in the review of attendance and enrollment data in MiSiS and submission of the district's average daily attendance reports to California Department of Education for Local Control Funding Formula revenue in accordance with the Education Code and California Code of Regulations.
- May supervise the preparation of joint venture budget documents, maintenance of position control systems for school and central office personnel, maintenance of the District's budget systems, or the preparation of budget transfers and files maintenance.
- May develop training programs and participate in conducting training covering policies, procedures budgeting, and fiscal controls.
- May act as liaison between the District and community groups, educational agencies, and the public concerning District policies and fiscal procedures or the policies and procedures of funding agencies relative to financing educational programs.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustment for schools, administrative regions, programs, large branches, divisions, local districts, or the District, or conducts oversight visits and review of charter schools.

An Assistant Budget Services Director assists in managing the Branch and directs budget development and administration of school financial services.

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasting for special or regular programs.

### SUPERVISION

General supervision is received from an Assistant Budget Director, Branch Director, Division administrator, Central Business Advisor, Fiscal Oversight Administrator, or other administrator. Supervision is exercised over professional-level financial staff and clerical employees.

### CLASS QUALIFICATIONS

#### Knowledge of:

- Principles and practices of public administration, with emphasis on budget and fiscal affairs
- District, local district, or school budgetary practices and procedures
- Basic structure of District financial systems or other school financial and accounting system
- Principles, and practices of school district financial management, including budgetary and accounting procedures and principles; methods used in budget development and administration; and fiscal controls and codes
- Financial practices, procedures, and methodology used at the school and program levels
- District organizational units and functions
- Financial regulations of regular and specially funded programs
- Basic application of data processing systems to budgetary records and reports
- Office methods, organization, and procedures
- Principles of supervision
- Microsoft Office and Windows operating systems

#### Ability to:

- Analyze complex budgets; fiscal controls, procedures, and systems; and financial legislation
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
- Use critical judgment in the evaluation of data and the development of clear, concise budget plans, procedures, training materials, and reports
- Present clear and effective oral communication and written reports
- Plan work to meet deadlines
- Conduct and participate in meetings
- Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in public or business administration, finance, accounting, or economics. Additional professional-level, analytical, or managerial experience beyond that which is required, may be substituted for up to two years of the required education on a year-for-year basis.

### Experience:

Five years of professional-level analytical, or District experience providing budgetary and financial services at the level of a Fiscal Specialist or higher; including at least three years of experience involving financial analysis, compliance review, or fiscal control of governmentally regulated projects, District, program, or school-level budgets.

A master's degree in business administration, public administration, accounting, or finance, may be substituted for up to one year of the required financial analysis experience.

### Special:

Some positions may require a valid California Driver License and the use of an automobile.

## SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/ or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
6/20/2016  
SD