

OCCUPATIONAL CENTER FINANCIAL MANAGER

DEFINITION

Manages the finance office in a regional service area of Adult and Career Education and is responsible for the accounting and control of student body and District monetary transactions.

TYPICAL DUTIES

- Advises school administrators and teachers regarding financial policies and accounting procedures prescribed by the State, and the District.
- Plans and implements accounting controls and procedures for the collection and disbursement of funds.
- Supervises and participates in the operation of the bookstore, including ordering and pricing textbooks, foods, beverages, and school materials and supplies.
- Selects, trains, and evaluates accounting clerical, clerical, and student body employees who work in the finance office and bookstore.
- Maintains controls over purchases and sales in revenue-producing classes in order to minimize profits and losses and to detect improprieties.
- Receives and accounts for registrations and class fees.
- Reviews and approves invoices and purchase orders and reviews work orders.
- Prepares the payroll for student body employees, deducts appropriate taxes, and prepares payroll tax documents.
- Determines purchases for which the District must pay sales tax and prepares sales tax reports.
- Prepares student body and District sales budgets and maintains budget controls.
- Prepares periodic and special financial reports.
- Maintains inventories of student body equipment, supplies, and bookstore merchandise; maintains District and student body textbook inventories; and monitors District inventories for resale.
- Maintains an imprest fund and may maintain an instructional material account and assist in determining department budgets.
- Prorates expenses to District funds and sales activities and student body accounts.
- Establishes accounts and reporting procedures to comply with requirements of social service agency programs.
- Accounts for cash collections and prepares and maps bank deposits.
- Prepares and signs checks for student body obligations and co-signs with the principal for District obligations.
- Acts as purchasing agent for the student body and, as requested, for instructional sales activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Occupational Center Financial Manager is responsible to the site principal for the control of financial activities in one of the ten regional service areas of Adult and Career Education which generally consists of Adult Schools, Occupational Centers, and Skills Centers.

A Coordinating Financial Manager exercise technical supervision over student body financial activities.

A Senior Financial Manager is responsible for the financial functions of a student body finance office in a large community adult school or in a senior high school where work difficulty is increased by greater responsibility for the athletic, recreational, and social activities and by more elaborate graduation activities than take place in a middle school.

SUPERVISION

General supervision is received from the site principal of a service area of Adult and Career Education. Functional supervision over accounting policies and procedures is received from a Coordinating Financial Manager. General supervision is exercised over accounting clerical, clerical, and student body employees and may be exercised over student workers.

CLASS QUALIFICATIONS

Knowledge of:

- Accounting practices and procedures
- Office practices, procedures, and management techniques
- Principles and terminology of purchasing
- Budget procedures
- Sales, withholding, and Federal and State employment tax regulations
- Principles of supervision
- CYMA Accounting Software

Ability to:

- Supervise and coordinate the work of a group of employees
- Understand and explain laws, rules, and procedures
- Analyze accounting data
- Maintain favorable relations with vendors, administrators, teachers, students, and the public
- Make accurate calculations and review the calculations of others
- Operate an office computer or computer terminal, calculator, and other office machines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, including or supplemented by 12 semester units or the equivalent quarter units in college-level accounting. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of 12 semester units or the equivalent quarter units in college-level accounting is met.

Experience:

Two years in a financial manager classification; or three years of experience in professional-level school-based accounting.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

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