

FINANCIAL MANAGER	1275
SENIOR FINANCIAL MANAGER	1265

#### DEFINITION

Manages and advises on District policies and procedures regarding compliance, financial matters and accounting procedures pertaining to student body funds, and other authorized collections in a secondary or adult school.

#### TYPICAL DUTIES

- Operates the financial program of the student body in accordance with Board of Education policies and procedures.
- Supervises the function and participates in the operation of the student body finance office, the student store, and the confection and healthy food sales programs, including ordering, selling, displaying, and inventorying.
- Technically supervises clerical employees and/or student helpers who assist in operating the student store.
- Accounts for all cash collections at the school, and banks such collections or prepares them for pickup.
- Establishes and maintains accounting procedures related to financial aspects of student activities, such as activity cards, paid admissions, school publications, student organization collections, and class and office sales accounts.
- Prepares and signs checks to pay student body obligations and presents checks for countersigning.
- Prepares student body financial statements.
- Interprets regulations governing student body financial policies, the Imprest Account, and tax changes; and acts as financial advisor to the student council and principal on student body matters.
- Prepares the annual student body budget and maintains budget controls.
- Maintains payroll records for student body employees and prepares and transmits required reports, including mandated State and federal tax reports.
- Annually inventories all equipment owned by the student body.
- May issue and keep records of school lockers.
- May maintain the Instructional Material Account, Imprest Account or P-Card.
- Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Financial Manager is responsible for the financial functions of a student body finance office in a middle school or adult school.

A Senior Financial Manager is responsible for the financial functions of a student body finance office 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.

An Accountant performs professional accounting duties requiring knowledge and analysis of a portion of the District's accounting systems.

## SUPERVISION

General supervision is received from a school principal or assistant principal. Technical supervision over accounting policies and procedures is received from a Coordinating Financial Manager. Technical supervision is exercised over adult student body employees, clerical employees, and student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Accounting and payroll 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
- Statistical and arithmetical presentation of data
- Basic principles of office computer operation
- Microsoft Word and Excel

### Ability to:

- Operate office computer, calculator, and other office machines
- Follow established administrative procedures
- Technically supervise and coordinate the work of students assisting in a student body activity
- Establish and maintain effective relations with students and school employees
- Conduct business and maintain favorable relations with vendors
- Exercise independent judgment and apply sound business practices to student body financial activities

## ENTRANCE QUALIFICATIONS

### Education:

#### Financial Manager:

Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.

#### Senior Financial Manager:

Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent. 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 college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.

Experience:

Financial Manager:

One year of experience as an adult assistant employee in a student body finance office, or one year of professional accounting, bookkeeping, or technical-clerical accounting experience.

Senior Financial Manager:

One year of experience as a Financial Manager; or two years of professional accounting, bookkeeping, or technical-clerical accounting experience; or two years of experience as an adult assistant employee in a student body finance office.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

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 the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
05-02-19  
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