

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: FISCAL SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Executive Director of Fiscal Services, plans, organizes, controls, integrates and directs the District's financial and accounting activities and operations; plans, organizes and oversees the timely preparation of the District payroll; directs, integrates and manages the preparation of financial analyses, reports and regulatory filings; performs a full range of complex, professional accounting, financial and budget support analyses in the preparation and maintenance of the District's financial and payroll records, reports and systems; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of assigned financial accounts, programs, and activities; carries out duties necessary to assure a sound fiscal operation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Fiscal Services Manager is the first full management level in the fiscal services series. This position is responsible for managing high level, complex financial services for the District, including the preparation of periodic and annual financial reports and assisting in the preparation of the District's annual budget; monitors and adapts ongoing operations to ensure the fiscal health of the District; trains, supervises and evaluates the performance of assigned staff and supervises assigned finance functions such as position control, classification of financial accounts, establishment and revision of accounting procedures, conducts accounting analyses and prepare financial statements.

REPRESENTATIVE DUTIES:

Plan, manage, organize, control, integrate and evaluate the work of the Fiscal Services Department and staff.

Apply effective use of team-driven processes for the development, integration, implementation and monitoring of work programs, policies and processes to achieve District strategic and business plans, goals and performance measures.

Develop and implement team-based department business plans, work programs, procedures and policies required to achieve strategic initiatives and overall departmental results in alignment with District objectives and priorities.

Manage and control the analysis and coordination of the requirements for payroll systems to meet County and District requirements and applicable laws.

Plan, direct, supervise, monitor, evaluate, and establish appropriate methods and procedures for meeting County and District standards for rigorous, reliable, accurate, efficient and timely payroll systems and operations that adhere to applicable laws, rules, and contract provisions.

Provide advisory service and guidance to assist sites and programs to plan and make expenditure decisions consistent with funding source requirements and limitations.

Provide leadership and supervision tailored to develop and retain highly competent, service-oriented fiscal services staff and teams through selection, training, and day-to-day management practices that support District objectives and quality expectations as part of an overall set of programs and activities promoting a positive employee relations environment.

Participate in the hiring of, and plan, organize, direct and evaluate the performance of, assigned staff.

Establish performance requirements and personal development targets; regularly monitor ongoing performance to provide coaching for improvement and development of staff.

Ensure that Financial Services activities and technical systems support the District's budget administration; explain budget processes, policies and procedures by reviewing, analyzing, and developing recommendations regarding budget requests or other financial issues.

Analyze and determine the impact of economic and legislative changes on the District's financial and budget operations, providing assistance and expertise to other departments in their own financial planning.

Plan and direct the analysis for, and the preparation of, accounting and financial management reports as required for District departments, senior management and other governmental and regulatory bodies.

Identify and communicate issues important to the District; develop financial recommendations based on the analysis, interpretation and application of complex regulations, policy and legal guidelines, to ensure the integrity of the District's fiscal system and services.

Participate in identification of financial system areas that require process improvement and oversee the development, integration and implementation of new or revised policies, processes, technology-based accounting systems, standards and internal controls for the Fiscal Services Department.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

Principles and practices of general and special fund, and governmental accounting including preparation of financial statement and application of methods of financial control, budgeting and reporting.

Policies and procedures involved in preparation, verification, maintenance and processing of District payroll, benefits and records.

Principles and practices of cost and fixed asset accounting.

Internal control and audit principles and practices.

GAAP and GASB accounting standards and requirements.

Laws and regulations relating to the financial administration of public school districts.

District functions and associated financial management issues.

Principles and practices of business data processing, particularly related to the processing and accounting and financial information.

Principles and practices of public administration, including purchasing, contracting, and maintenance of public records.

Principles and practices of sound business communication.

Research methods and analysis techniques.

Principles and practices of management and supervision, human resources policies and procedures, and labor contract provisions.

Application of technology-based and computerized accounting and payroll systems.

ABILITY TO

Plan, organize, manage and integrate the District's finance and accounting activities, operations and computerized accounting systems to meet District objectives, professional standards and/or legal requirements.

Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies

Analyze and make sound recommendations on complex financial data and operations.

Interpret, apply and explain laws, procedures and regulations pertaining to payroll and employee benefits, procedures and programs.

Understand, interpret, explain and apply District policies and state and federal laws and regulations applicable to District financial accounting, reporting and record keeping.

Evaluate financial programs, procedures and controls and implement recommendations for improvements.

Perform complicated mathematical calculations and analyses.

Prepare clear, concise and comprehensive financial statements, reports and written materials.

Exercise sound, independent judgment within general policy guidelines.

Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.

Establish and maintain effective working relationships with all levels of District management, staff, County management and staff, representative of other governmental agencies, external auditors and others encountered in the course of work

EDUCATION AND EXPERIENCE:

Bachelors' degree with a major in accounting, finance, business administration or a closely related field and five years of increasingly responsible financial and accounting experience, at least two of which were in a supervisory or lead capacity. (NOTE: additional qualifying experience beyond the minimum of five years may be substituted for the Bachelor's degree on the basis of one year of the experience for 24 semester units of the required education). A Master's degree in business or a Certified Public Accountant certificate is desired, but not required. Experience in a public agency is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with moderate to low noise level.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard, 10-key pad, and standard office equipment.

Seeing to read both for information and to assure the accuracy of financial records and documents.

PC Approved: December 2015