

**FISCAL SUPPORT MANAGER****DEFINITION:**

Under direction of the Director of Fiscal Services, assists in the coordination and supervision of the District's daily financial operations, including payroll, accounting and budgeting activities. Direct the activities involved in the procurement of supplies, equipment, furniture, and services. Assist with development and administration of the District's budget activities and preparation for annual audit. Perform other related duties as assigned.

**QUALIFICATIONS:****Required Knowledge of:**

- Generally accepted accounting principles, including California school district accounting, budgeting and payroll
- California State Accounting Manual (CSAM)
- California Standardized Accounting Code System (SACS)
- Applicable sections of Education Code and other applicable laws
- Standard policies and procedures of purchasing, warehousing and distribution of materials and equipment
- Applicable federal, state, and local school laws, regulations, policies and procedures, including Public Contract Code and the California Uniform Public Construction Cost Accounting
- Financial and statistical record-keeping techniques
- Research, data collection, and financial analysis
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheets, custom databases, and financial management systems
- Modern office procedures, methods and equipment
- Interpersonal skills using tact, patience, and courtesy

**Ability to:**

- Interpret, apply and explain laws, procedures and regulations pertaining to payroll, accounting, and auditing
- Analyze complex payroll, accounting and auditing data; interpret fiscal summaries and documents
- Prepare and maintain accurate financial, payroll and related records and reports
- Plan, organize, coordinate and direct a variety of complex technical operations involving multiple units
- Resolve financial problems requiring independent judgment and analysis in a timely and accurate manner
- Make difficult decisions
- Understand and carry out complex oral and written instruction
- Establish and maintain effective working relationships
- Direct, train, and supervise the work of fiscal staff to ensure accuracy, timeliness, efficiency and effectiveness
- Communicate effectively both orally and in writing
- Physical ability and emotional stamina to endure additional hours of work, under sometimes stressful situations.

**Education and Experience**

- Minimum of three years increasingly responsible accounting, payroll, purchasing, and/or supervisory experience in a school district or government agency; or any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work
- Degree in Business, Finance, or Accounting, or college-level coursework in accounting is desired

**DISTINGUISHING CHARACTERISTICS:**

This is a Classified Management position that provides supervision to employees and assumes significant responsibility for administration of payroll and accounting activities. The Fiscal Support Manager works independently within the parameters of laws, regulations, and Board Policy.

**ESSENTIAL FUNCTIONS:**

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

- Supervise, plan, organize, coordinate, and direct the daily activities and operations in the Fiscal Services Department, including payroll, accounting, and purchasing.
- Coordinate the timely and accurate input of payroll, benefits and related accounting information.

- Examine payroll records and accounting reports to determine compliance with rules and procedures.
- Monitor District-wide payroll liabilities accounts, such as state and federal taxes, unemployment insurance, garnishments, health carriers, and tax-sheltered annuities.
- Maintain and oversee accurate accounting systems and internal controls.
- Responsible for the purchasing, storage, and distribution of supplies, equipment, materials, and services.
- Interpret and assure compliance with Governmental purchasing and bidding laws. Establish District purchasing procedures in accordance with state and federal regulations.
- Prepare or direct the preparation of specifications, bids, and quotations. Prepare and coordinate public project bidding. Analyze bids or quotes and recommend awarding of various contracts.
- Conduct inquiries, interview vendors, and analyze prices and market trends. Negotiate purchase agreements and terms with vendors to establish the best sources of supplies and equipment.
- Create agenda and information items as needed.
- Plan, organize, and supervise the activities of the general ledger and accounting functions.
- Supervise attendance accounting and reporting.
- Supervise the accounting for student body funds. Assist principals with assuring that schools conform to established policies and procedures.
- Audit accounts payable batches of vendor warrant payments for supplies, equipment, and services prior to submission to the County Office of Education.
- Communicate with vendors and County Office of Education personnel to resolve problems, correct errors, obtain authorization, and exchange information.
- Responsible for property accounting, inventory records, and warehouse control. Direct and maintain the copier equipment, maintenance and replacement program, and disposal of surplus furniture and equipment. Make recommendations for replacement of equipment.
- Supervise the warehouse functions and District mail delivery.
- Coordinate all District communication systems, including cell phones, pagers, and radio systems.
- Supervise and evaluate the performance of assigned staff; interview, and select employees. Plan, coordinate. and arrange for appropriate training of subordinates.
- Assist in the preparation and administration of the budget, interim reporting, and year-end closing process.
- Assist with preparation of all federal, state, and local reports.
- Provide technical expertise, information, and assistance to the Director regarding assigned functions.
- Monitor and adjust workflow and assignments to meet established timelines.
- Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone, operate financial calculators, and enter data into a computer; keyboarding.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment with frequent interruptions and come in direct contact with district staff and the public.