



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

FISCAL SERVICES MANAGER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, and perform complex accounting and fiscally related functions and activities; assist in the performance of internal audits of special funds and accounts; assist in the preparation of the annual budget; prepare interim reports, unaudited actuals, District cash flow projections, and other required reports; plan, organize, and direct assigned accounting personnel in the performance of fiscally-related functions; assist accounts payable staff with troubleshooting payment issues and contacting vendors or departments for clarification as needed; collaborate with the Purchasing department regarding a variety of items; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Plan, organize, and perform a variety of financial record keeping functions related to the District's accounting and budget control operations; ensure fiscal activities comply with established laws, codes, regulations, policies, and procedures.
- Guide, coordinate, and supervise the functions and activities of accounting and budget control personnel; perform responsible and complex accounting tasks related to the preparation and management of accounting records and reports, such as revenue, attendance, transportation, purchasing, accounts payable and receivable, and federal and State funded programs.
- Review, monitor, audit, and supervise the accounting and budget record management of various District funds and functions, including encumbrances, invoices, warrants, current liabilities, abatement, budget transfers, tax computations, and related transactions.
- Review, monitor and maintain journals, ledgers, and other accounting records; review and analyze financial statements, records and reports to assure compliance with established guidelines, and procedures.
- Train, supervise, and evaluate the work of assigned employees; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign employee duties, review work, answer questions, and assist with the more complex computations.
- Audit and release accounts payable payments; assist accounting technicians with vendor, site, and staff issues; serve as a point of contact regarding payment status; set deadlines and ensure staff adhere to established deadlines; assist payroll staff with issues as needed.
- Audit and approve budget transfers, journal entries, and inter-fund transfers; provide assistance to Nutrition Services regarding payment processing issues; gather and prepare documentation and meet with external auditors.
- Direct the preparation and maintenance of a variety of narrative, financial, and statistical records, reports, and statements; develop, analyze, and prepare a variety of reports for management, County, State, and federal agencies; ensure compliance with accounting and legal requirements; prepare training documents related to assigned activities as required.
- Review, monitor, and audit Student Body fund record management activities.
- Assist District staff with accounting, coding, payment, and District travel program (TRV) processing issues; provide information and training as needed.
- Collaborate with the Purchasing department regarding requisitions, contacts, District travel program, vendor maintenance, independent contractor information, and purchasing deadlines.
- Assist in the formulation, revision, implementation, and maintenance of a computerized record management system; post and balance financial data, and prepare trial balances, financial statements, and personnel encumbrances; prepare account and fund analysis.
- Perform computer automated accounting functions related to data entry and information retrieval,

including a variety of statistical and data research activities.

- Assist in reviewing purchase requisitions as to ensure correctness of account codes, availability of funds, and document completeness.
- Serve a resource for questions regarding budgets, accounts, and related information; provide technical expertise and direction regarding accounting issues and discrepancies.
- Maintain current knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) compliance issues.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Answer questions and provide support to assigned personnel when Lead Agent: Fiscal Services is unavailable; attend meetings as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and methods of accounting, budget planning and control, technical report preparation, and internal audit processes.
- Financial record management methods, procedures, and techniques.
- California school accounting legal mandates, practices, and procedures.
- Methods, procedures, and terminology used in professional accounting work.
- Generally Accepted Accounting Principles.
- Preparation, analysis, review, and control of assigned accounts.
- Policies and objectives of assigned programs and activities.
- Financial and statistical record-keeping techniques.
- Educational accounting and fiscal management functions.
- Preparation of financial statements and comprehensive accounting reports.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Technical aspects of field of specialty.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Accurately and effectively interpret and communicate accounting budget control and fiscal-related policies, regulations, guidelines, and procedures.
- Prepare clear and accurate financial statements and reports.
- Perform complex and technical financial record keeping functions.
- Coordinate and direct personnel, communications, and record-keeping functions to meet organizational accounting needs and ensure smooth and efficient fiscal activities.
- Supervise and evaluate the performance of assigned personnel.
- Assist in establishing and maintaining fiscal time lines and priorities.
- Assist in the development and implementation of fiscal programs, policies, and procedures.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

- Work independently with little direction.
- Plan and organize work.
- Direct and participate in the maintenance of a variety of reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree. Associate of Arts degree in Accounting, Business Administration, or a related field.

EXPERIENCE:

Five years of responsible and technical accounting experience or public employee experience in an analyst or other high-level lead position, and training or course work in budget planning and control, business administration, payroll management, accounts payable or related fields is required.

Two years of experience may be waived with a Bachelor's degree in Accounting, Business Administration or a related field.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but will walk or stand for brief periods.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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