

FISCAL SERVICES SUPERVISOR

DEFINITION

Under the direction of the Senior Director of the Fiscal Services Department, performs technical accounting and fiscally related functions and activities; assists in the performance of internal audits of special funds and accounts; assists in the preparation of the annual budget and in adjustment budgetary accounts to match actual revenue; prepares Interim reports, unaudited actuals and District cash flow projections and other required reports; reviews, monitors and audits student body fund record management activities; plans, organizes and directs accounting and payroll personnel in the performance of fiscally related functions; supervises and may perform specialized functions in support of the District's position control; and performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- performs a variety of financial record keeping functions related to the District's accounting, budget control and payroll operations
- guides, coordinates, and supervises the functions and activities of accounting, budget control and payroll personnel
- reviews, monitors, audits and supervises the accounting, budget and payroll record management of the various District funds and payroll functions, including encumbrances, invoices, warrants, current liabilities, abatement, budget transfers, payroll warrant listings, payroll deductions, tax computations and related transactions, also maintains journals, ledgers and other accounting records
- compiles, verifies and prepares accounting and budget transfers
- assists in the formulation, revision, implementation and maintenance of a computerized record management system
- posts and balances financial data, and prepares trial balances, financial statements and personnel encumbrances
- prepares account and fund analysis
- performs computer automated accounting functions related to data entry and information retrieval, as well as performing a wide variety of statistical and data research activities
- performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, attendance, transportation, payroll, purchasing, accounts payable and receivable, and federal and state funded programs
- assists in reviewing purchase requisitions as to ensure correctness of account codes, availability of funds and document completeness
- interprets and explains payroll policies to employees
- trains, supervises and evaluates the work of assigned employees; reviews work, answers questions and assists with the more complex computations
- audits and updates regular and supplemental payrolls adding new employees and calculating proper deductions; maintains current payroll records for all employees
- provides information to employees concerning salaries, deductions and insurance rates and general payroll policies
- develops, analyzes, and prepares a variety of reports for management, County, State, and Federal agencies; ensures compliance with accounting and legal requirements
- serves 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
- performs other duties as required to accomplish the objectives of the position

FISCAL SERVICES SUPERVISOR

Page 2

- supervises and may perform position control functions including: complex technics and specialized functions; position classification, database management, position related budget management, records management, maintains Work Calendars and Salary Schedules
- prepares materials and assists in Classified and Certificated negotiations as related to layoffs, staffing transfers and effects of layoffs

QUALIFICATIONS

Knowledge of: Principles and methods of accounting, budget planning and control, payroll systems, technical report preparation, and internal audit processes; financial record management methods, procedures and techniques, California school accounting legal mandates, practices and procedures; supervising, planning, organizing, and coordinating subordinates' work assignments.

Ability to: Accurately and effectively interpret and communicate accounting budget control and payroll related policies, regulations, guidelines and procedures; prepare clear and accurate financial statements and reports; perform complex and technical financial record keeping functions; understand and effectively carry out oral and written directions as well as draft clear and concise written communication.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this 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.

EXPERIENCE AND EDUCATION

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.

Education: Verification of a High School diploma, a GED certificate or a higher degree. Graduation from a (4) four year college program with a major in Accounting, Business Administration or a related field is preferred.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.