

**NORTH COUNTY JOINT UNION SCHOOL DISTRICT**  
**500 Spring Grove Road**  
**Hollister, CA 95023**

**CLASSIFIED/CONFIDENTIAL POSITION**

**JOB TITLE:**           **Manager, Fiscal Services**

**SALARY RANGE:**   **34**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Superintendent, the Fiscal Services Manager has overall responsibility for developing, monitoring, and maintaining the District's accounting and budgeting systems. This position will have responsibility in recommending policies, administrative regulations, and procedures in those areas assigned as well as supervisory responsibility for the Payroll/Accounting Specialist position

**EXAMPLES OF DUTIES:**

Responsible for coordinating all accounting and budgeting activities to ensure sound management and internal control.

Audits collection and deposit of all district income; plans organizes and completes the activities of the accounting department, general ledger; fringe benefit record keeping, cash flow analysis and all financial reporting.

Maintains all financial records and files, and chart of accounts for the District, and provides annual and monthly reports on all District programs and funds.

Coordinates communication with the school and administration regarding financial information.

Responsible for maintenance of the budget control system; provides assistance in the preparation of the District budget, makes revisions and produces budget reports, analyzes and processes budget transfer requests and prepares Board reports.

Supervises the installation of an internal control procedure to ensure the protection of District fund receipt and distribution, including review of procedures with all District personnel.

Responsible for the completion of all State and Federal financial reports; coordinates the activities and compiles all necessary information to ensure timely processing of financial reports required by the State; creation of District reports.

Provides information, reports, and assistance to District auditors conducting audits of financial records.

Provides technical assistance and expertise related to the financial procedures of the District.

**Job Description – Manager, Fiscal Services**  
**Page Two**

Maintains and updates on a continuous basis the knowledge and methods required in performing the day-to-day operation of the accounting department.

Responsible for year-end closing of accounts and district records.

**QUALIFICATIONS:**

**Education and Experience:**

BA degree preferred. Any combination of experience and education demonstrating the above knowledge and abilities will be considered. Prefer a Bachelors Degree with emphasis in accounting, finance, business administration or closely related field. Two years of increasingly responsible experience managing a complex, financial, accounting, and budgeting system preferred. Experience working in a California public school district is preferred, however, other combinations of experience and education will be considered.

**Knowledge and Abilities:**

Knowledge: All areas of school finance, accounting, and budgeting. Working knowledge of the methods and procedures of California school accounting, revenue limit calculation, State financial reporting, and data processing. Knowledge of computer usage.

Abilities: Ability to perform the essential functions of the job with or without reasonable accommodations; ability to perform difficult and complex mathematical calculations; ability to organize and prioritize work, adjust to changing circumstances, act decisively, and accept responsibility for decisions; work well with people and possess good communication skills.

**Physical Requirements for Position:**

With or without the use of aids:

- Sufficient vision to see small print.
- Sufficient hearing to hear normal telephone conversations.
- Sufficient dexterity to write, operate telephone, typewriter and business machines.

**Board Adopted: June 19, 1997**

**Revised: October 1, 1999**

**Reviewed: September 30, 2002**

**Revised: October 17, 2007**