

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER II, FISCAL SERVICES

DEFINITION

Under general direction of the Director I, Fiscal Services, the Manager II, Fiscal Services supports the educational programs of the District by managing, planning and organizing the accounts payable, accounts receivable, associated student body accounting, mandated cost reimbursements, attendance accounting, class size reduction oversight, enrollment projections, budget/financial monitoring and reporting activities.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Assist in monitoring and auditing accounting and budget functions to ensure that established operational procedures and local State and Federal laws are followed.
2. Manage internal and external audit responsibilities.
3. Collaborate with Human Resource Services and Education Services to assist and support principals in the areas of calculating projected enrollments, staffing allocations and configuring class sizes.
4. Compile, compute, and tabulate statistical data to indicate enrollment trends, comparisons, and other selected factors.
5. Advise and train site and district personnel in financial record keeping, audit techniques, and budget monitoring and control.
6. Interpret, communicate, and implement university financial management guidelines, policies, and procedures.
7. Provide director with information regarding budgets, expenses and income.
8. Prepare financial reports as requested.
9. Conduct year-end closing procedures, including Governmental Accounting Standards Board (GASB) Statement 34 requirements, and unaudited actuals.
10. Provide training and guidance to staff.
11. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
12. Maintain accounting systems which provide control of expenditures to carry out district programs.
13. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.
14. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

MANAGER II, FISCAL SERVICES

Page 2

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; laws and regulations governing public school finance including general ledger, fund accounting, program accounting subsidiary ledger management, attendance accounting including class size reduction; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; principles, practices, methods, trends and procedures used to develop enrollment projections; accounting and fiscal analysis and research techniques.

Ability to: Manage, lead and direct the functions and activities of an accounting department for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; analyze fiscal systems and make recommendations for alternative systems or procedural improvements; establish and maintain fiscal and compliance internal controls; establish and maintain reports and records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field. Education may be substituted for equivalent years of experience.

Experience: Five years of professional, increasingly responsible experience in financial management including two years of supervisory experience. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.