

	Supervisor of Fiscal Services	Initial Date: October 8, 1992 Board Approval: March 20, 2012 Revision Date: March 20, 2012 Range: Classified Management Salary Schedule - Supervisor Reports to Director of Fiscal Services
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director of Fiscal Services supervises the accounting and budget functions of the District; performs complex and technical accounting related transactions to maintain the District's financial records in accordance with accounting standards; assists in budget planning and provides ongoing budget analysis, monitoring, and reporting.

REPRESENTATIVE DUTIES:

- Performs complex and technical accounting functions in the maintenance and analysis of District's financial records including special program/project funds; prepares analytical, statistical, and other reports as requested for internal or external sources; prepares journal vouchers and performs reconciliations to produce accurate periodic financial reports in accordance with generally accepted accounting procedures, California School Accounting Manual (CSAM), and other applicable accounting standards
- Reviews financial and budget procedures, techniques, and methods. Recommends new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations. Trains staff to perform transactions according to requirements
- Provides assistance in all phases of budget development including preparing budget projections and supporting schedules; monitors and reports on budget data including revenue and expenditure account status; provides analysis and recommendations concerning budgetary allocations; reviews and processes requests for budget adjustments; answers questions and compiles special reports for site and department use in budget tracking and reporting
- Using projected revenue and expenditure data, prepares cash flow analysis to accurately forecast end-of-month cash balances for all District funds
- Audits financial data and documents to ensure accuracy, completeness, and compliance with District policies, procedures, and applicable government regulations; conduct audits of associated student body funds to ensure proper internal controls are adhered to and recommends changes to policies and procedures to improve internal controls
- Organizes, supervises, and shares in the work of department staff; assigns employee duties and reviews work; trains and evaluates the performance of assigned personnel
- Provides technical expertise, training, and direction to administrators and personnel concerning accounting and budgetary functions; responds to inquiries and provides detailed and technical information related to accounting, budgets, standard practices, records, and policies and procedures
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Technical expertise in accounting, financial principals, and procedures, especially as they pertain to governmental and California school district accounting
- Knowledge of generally accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies, and the California School Accounting Manual
- Proficiency in governmental accounting, including financial statement preparation and methods of financial control and reporting

- Must be able to prepare clear, complete, and concise financial records and statistical reports, analyze accounting and budget data, and make sound recommendations
- Knowledge of methods and procedures used to forecast, budget, and account for program costs
- Principles and practices of governmental budgeting; laws, regulations, rules and codes applicable for the financial administration of a school district
- Knowledge of proper internal control and audit principles and practices
- Ability to operate standard office equipment including a computer and assigned software programs
- Ability to work independently including applying initiative and judgment in resolving problems
- Ability to consistently perform under the pressure of deadlines and other administrative demands
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Exercise sound professional judgment within general policy guidelines
- Ability to efficiently plan, organize and supervise the work of department staff
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain a cooperative and effective working relationship with those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Graduation with a bachelor's degree in accounting, finance, business administration, or closely related field; or any combination of training, education, and experience equivalent to graduation from an accredited college or university with a bachelor's degree

LICENSES AND OTHER REQUIREMENTS:

- Required valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment

PHYSICAL DEMANDS:

- Sitting for extended periods of time
- Physical dexterity, with ability to operate a computer keyboard, calculator and other office machines
- Ability to see and read with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation
- Physical agility to lift, carry, push, and pull up to ten pounds on a regular basis and up to 25 pounds occasionally
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.