



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>MANAGER - FISCAL SERVICES</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Administrators'
		<b>SALARY RANGE:</b>	04
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Fiscal Services or assigned designee	<b>FLSA:</b>	Exempt

### **BASIC FUNCTION:**

Plan, organize, and manage the District's accounting and budget activities; oversee payroll and benefits expenditure reporting; coordinate and participate in the preparation of periodic financial reports; prepare income and cost analyses; train, supervise, and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students by providing managerial leadership to the department, ensuring the District is in compliance with all fiscal services requirements which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Plan, organize, and manage the District's accounting and budget activities; oversee the District's payroll and benefits expenditure reporting; establish and maintain department timelines and priorities; ensure all fiscal functions comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

Coordinate and participate in the preparation of various periodic financial reports, income and cost analyses, including cash flow projections and multi-year projections; ensure revenues and expenditures are properly accounted for; ensure required State, federal, and local reports are submitted accurately within established timelines.

Interview, select, train, and supervise assigned employees; conduct timely performance evaluations and recommend disciplinary action of assigned personnel as necessary; coordinate staff work assignments, develop employee schedules, and review work to ensure compliance with established standards, requirements, and procedures; ensure employee understanding of established requirements.

Prepare and maintain the District's annual budget; provide financial information to administration and staff; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; maintain records of income, appropriations, and expenditures.

Perform internal audits of all District funds; work with external auditors and staff to ensure audit exceptions are resolved and to ensure compliance with State and federal guidelines; prepare complex financial schedules for auditors.

Coordinate communications, projects, and personnel to meet District fiscal services needs and ensure

smooth and efficient department activities; investigate, evaluate, and ensure proper and timely resolution of accounting, budget, accounts payable and receivable, attendance and student body accounting, payroll/benefits and other department issues, conflicts, and discrepancies.

Manage personnel and activities to ensure accurate and timely processing of requisitions, purchase orders, and warrants; oversee and participate in generating, reviewing, evaluating, authorizing, and ensuring accuracy and completeness of requisitions, contracts, and warrants.

Review monthly payroll and benefits expenditure reports and work with appropriate staff to ensure that necessary adjustments are made to personnel and payroll records to accurately report District personnel costs.

Manage and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; audit various records, reports, and statements for accuracy and completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Coordinate and review activities of various program accountants related to posting of financial transactions, budget development, and year-end closing; provide training to program accountants assigned to other departments as needed.

Monitor county treasurer accounts and prepare journal entries for auditor transfer transactions; review and approve treasury deposit transactions prepared by department staff, make necessary cash transfers between District funds.

Oversee the District chart of accounts and ensure compliance with State and County Office of Education account code structure requirements.

Develop, maintain, revise, and keep personnel current concerning policies, procedures, and documentation related to fiscal services functions.

Communicate with administrators, employees, and outside organizations to exchange information, coordinate activities, and resolve issues or concerns; compose, distribute, and respond to a variety of correspondence.

Provide technical expertise, information, and assistance to staff at all levels regarding assigned functions; assist as needed in the formulation and development of fiscal and other policies, procedures, and programs.

Act as liaison with District Information Systems and County Financial Accounting personnel.

Operate a computer and applicable software including word processing, spreadsheet, and database programs; operate other office equipment as required.

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Attend, conduct, and participate in various meetings and committees as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, and management of District Fiscal Services operations and activities.  
Education Code, State and federal regulations and mandates, and Internal Revenue Service (IRS) rules and regulations.  
Applicable laws, codes, regulations, policies, and procedures.  
Policies and objectives of assigned programs and activities.  
Internal/external audit procedures.  
Budget Preparation and control.  
Operation of a computer and assigned software, including spreadsheet, database, and word processing applications.  
Principles and practices of supervision and training.  
Interpersonal skills using tact, patience, and courtesy.  
Correct English usage, spelling, grammar, and punctuation  
Basic math, including calculations using fractions, percentages, and/or ratios.

**ABILITY TO:**

Plan, organize, and manage operations and activities involved in the District's accounting and budget.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Coordinate department communications to meet District needs and ensure smooth and efficient operations.  
Ensure proper and timely resolution of departmental issues, conflicts, and discrepancies.  
Coordinate activities to ensure accurate and timely processing of District expenses.  
Operate standard office equipment, including computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Manage the maintenance of a variety of reports, records, and files related to assigned activities.  
Make complex mathematical computations with accuracy.  
Work effectively, both independently and as a member of a team.  
Interview, select, train, supervise, and evaluate the performance of assigned personnel.  
Adhere to safety practices.  
Consider a variety of factors when using equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in accounting, business administration, or related field and three (3) years of increasingly responsible accounting experience, including two (2) years working in a lead or supervisory capacity in accounting or budgeting. Public school district experience is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or by telephone and to make presentations.

Dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment.

Seeing to read, prepare, and ensure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 07/13/10

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025