

# East Side Union High School District

## **Job Title: Fiscal & Budget Manager**

### **Description of basic functions and responsibilities:**

Under the general direction of the Director of Finance, the Fiscal & Budget Manager is responsible for implementing appropriately sophisticated accounting practices and procedures; to prepare and submit fiscal reports to various government agencies as required; and to perform other job-related duties as required. Manages and evaluates accounts payable staff. This position acts as a resource person regarding assigned area(s) and requires accuracy, attention to detail as well as independent judgment and problem-solving skills to be exercised in relation to specific area(s) of responsibility. Acts as Director of Finance in his/her absence.

**Supervisor:** Director of Finance

### **Typical Duties:**

Oversee the Accounts Payable Department; verify the accuracy of accounts payable batches

Manage technical/professional accounting and auditing duties in the maintenance of District finance and accounting records

Review, coordinate and prepare a variety of District financial statements/reports and conduct special audits or analytical studies to assist in the compliance with policies and regulations of new or revised programs

Review and recommend financial and budget procedures, techniques and methods to assure efficiency and compliance with district policies and applicable government regulations

Review financial reports, receipts, disbursement records and computer print-out; to audit accounts payable payment records to assure accuracy

Monthly review sites and departments spending for budget tracking

Monitor budgets and assist in compiling information needed for budget preparation of various funds and programs

Advise, consult and monitor the school staff and department managers concerning budgetary control, accounting strings and expenditure coding

Compiles budget for the District and monitors the approved budgets for all district programs

Using projected revenue and expenditure data, prepares cash flow analysis to accurately focus end of month cash balances

Develops and maintains cost accounting methodologies, etc

Assigns and/or reviews account coding and monitors status of program expenditures vs. their respective budgets to program managers and top management

Prepares compliance reports for submission to County and various governmental agencies

May supervise, manage and evaluate assigned staff

Performs other related duties as assigned

**Employment standards:**

Technical expertise in accounting, financial principles, 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 and 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 recommendation

Knowledge of methods and procedures use to focus, 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 the 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

**Minimum qualifications:**

A four-year degree from an accredited college/university in the area of accounting or a related field and four years of progressively responsible experience in a school environment with an emphasis on budget development and financial oversight; or

At least two years of coursework from an accredited college/university in the area of accounting or a related field and four years of progressively responsible experience in a school environment with an emphasis on budget development and financial oversight and two years of successful leading or management experience.

Approved: 08/22/2013 Board Meeting