SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Manager, Fiscal Control
REPORTS TO: Controller

DEPARTMENT: Fiscal Control
CLASSIFICATION: Management

FLSA: Exempt
SALARY GRADE: 026
AASD Classified

REVISED: July 1, 2018

BASIC FUNCTION:
Plan, organize, control and manage the audit of district disbursements and a variety of accounting functions by assigned personnel; relieve the workload of Controller by performing highly responsible fiscal duties and assigned projects. Oversee compliance and reporting processes to public pension systems; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, control and manage the audit, disbursement, and monitoring of pay warrants and of district and employee shares of state retirement contributions, employee insurance, workers compensation, social security, federal and state payroll taxes, unemployment insurance, all employee voluntary plans including tax sheltered annuity programs, benefit payments from retirees and other approved programs. E

Prepare district federal and state payroll tax returns and payments; perform complex reconciliations to the payroll database; generate reconcile and authorize employee annual tax filings. E

Monitor outstanding and stale-dated checks; ensure reissuance of warrants in accordance with district policy and internal controls; oversee collection of salary overpayments; negotiate payback terms with employees. E

Plan, assign, and review the work of assigned staff; reviewing output for accuracy, completeness, and adherence to time schedules. E

Monitor, interpret and explain new and existing state, federal and district laws, regulations and guidelines related to assigned functions to all levels of district staff and other as required. E

Maintain current knowledge of applicable California codes, laws and regulations pertaining to public pension systems; manage the determination of employee eligibility for enrollment in retirement programs and the reporting system to PERS, STRS, and Safety Retirement. E
Perform complex research and analysis and recommend and implement new district policies and procedures resulting from new legislation and new programs to ensure compliance; serve as primary contact with public pension system representatives and serve as audit coordinator between the district and pension fund auditors.

Supervise the activities of the district cashier; implement and manage internal controls related to cash handling, receipting and credit card processing.

Reconcile and audit the division’s revolving cash fund and worker’s compensation, liability claims and flexible spending accounts; monitor scheduled disbursements and ensure accounts are funded sufficiently.

Oversee and direct the ASB auditing process; observe performance, collect and analyze resulting data; prepare annual audit plan of Associated Student Bodies (ASB).

Coordinate activities with those of other accounting sections and interdepartmental units.

Perform systems analyses for various work processes and recommend changes for improving efficiency and productivity; provide technical assistance to ASB, clerical support staff at school sites; oversee staff development training; evaluate, recommend, install and implement new system applications as required.

Analyze the impact of fiscal control functions on district-wide financial systems.

Provide technical expertise, information and assistance to the Controller regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.

Direct investigations into third party hotline complaints related to financial activities; review and approve report findings; direct special audits as requested by management.

Oversee administration of district-wide banking program; provide support, training and access to school sites, central office departments and third parties; serve as district banking contract representative; administer access to county wire transfer system; oversee issuance and distribution of district purchase cards.

Conduct in-service training programs to provide fiscal control information to school sites and central office locations including ASB accounting and attend various seminars and workshops to keep current with changing laws.

Communicate with district management staff and others concerning complex fiscal control functions; attend meetings on behalf of management staff as requested.

Assist in the development of the budget for the Fiscal Control Department; control and authorize expenditures in accordance with established limitations.

Select, train, supervise, and evaluate the work of assigned staff.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in accounting, finance, business administration, or related field and four years of
recent, progressively responsible accounting or fiscal experience of acceptable level and quality including experience performing financial audits and investigations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Accounting and auditing principles, systems, standards and procedures.
Applicable laws, codes, regulations, policies, and procedures.
Regulations pertaining to California Public Employment Retirement System and California State Teachers Retirement System.
Methods of fiscal control management.
Principles and techniques of budget preparation and control.
Oral and written English communication skills.

ABILITY TO:
Provide leadership and direction in assigned functions.
Develop and implement computer applications appropriate to assigned functions.
Research and analyze data, determine logical conclusions, and make appropriate recommendations.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations including those pertaining to public pension systems.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Determine nature and scope of systems analyses and audits.
Communicate effectively orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Train, supervise, and evaluate performance of assigned staff.
Establish and maintain effective working relationships with others.
Plan and organize work and meet schedules and timelines.
Prepare reports and direct the maintenance of a variety of reports and files related to assigned activities.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:
Office setting.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 7.1.18 - JB
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