

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Fiscal Control Supervisor	REPORTS TO:	Director
DEPARTMENT:	Fiscal Control	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	046 AASD Supervisors'
REVISED:	June 3, 2003		

BASIC FUNCTION: Supervise the audit of district disbursements and a variety of accounting functions by assigned personnel; relieves the workload of the Director, Accounting Department by performing highly responsible fiscal duties and assigned projects.

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

Supervise 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, garnishments, and other approved programs. **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**

Supervise the determination of employee eligibility for enrollment in retirement programs; supervise the activities of the district cashier, and review of associated student body records and reporting systems. **E**

Reconcile and audit the division's revolving cash fund, prepares special studies and reports in assigned areas; uses computers and related software applications. **E**

Design, develop and implement new work procedures; prepare and revise district procedures related to assigned functions; coordinates the conduct of the annual stores inventory; conduct inservice training programs to familiarize central office and school staffs with procedures and requirements. **E**

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

Supervise and evaluate performance of assigned staff; assume responsibility for the department in the absence of the director. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any 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.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Oral and written communication skills.
Reading and writing English communication skills.
Modern electronic data processing applications.
The application of accounting principles and procedures.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Supervise and evaluate performance of assigned staff.
Research, develop and prepare complex studies and reports.

WORKING CONDITIONS:

ENVIRONMENT: Office setting.

PHYSICAL REQUIREMENTS:

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.