

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Manager, Financial Reporting	REPORTS TO:	Director, Budget Development
DEPARTMENT:	Budget Development	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	026 AASD Classified
ISSUED:	May 25, 2010		

BASIC FUNCTION:

Plan, organize, control, and manage all financial reporting, including position control, grants, mandates, and special projects; coordinate and ensure the integrity of all financial data for the Business Intelligence and Fiscal Insight tool; 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 all financial reporting, including position control, grants, mandates, and special projects. ***E***

Coordinate and ensure the integrity of all financial data for the Business Intelligence and Fiscal Insight tool. ***E***

Develop and maintain standardized financial reporting systems and ensure adherence to established controls. ***E***

Review and analyze chaptered legislation for school related mandates; prepare test claims for reimbursement of district incurred cost for which no funding or inadequate funding has been provided. ***E***

Oversee the preparation of annual reimbursement claims for government mandates, the collection of district wide data and the maintenance of a variety of financial statements, claim files, and other statistical records. ***E***

Draft guidelines and parameters describing scope of reimbursable activities. ***E***

Collaborate with various divisions, planning committees, principals, governance teams, and others for development of grant funded project objectives, budgeting, staffing, implementation, and evaluation; oversee audit requests for financial data as necessary. ***E***

Develop and implement a grant tracking model. ***E***

Recommend and manage activities to streamline and automate the district's financial systems and processes. *E*

Plan, organize and implement long and short-term programs and activities to improve assigned programs and services; develop recommendations for immediate and long-range financial management. *E*

Provide technical expertise, information and assistance to the Director, Budget Development, regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director, Budget Development, of unusual trends or problems and recommend appropriate corrective action. *E*

Evaluate, recommend, install and implement new system applications as required to improve efficiency and productivity of unit. *E*

Analyze the impact of assigned functions on district-wide financial systems. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with district management staff and others concerning assigned functions; attend meetings on behalf of management staff as requested. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to bachelor's degree from a recognized four-year college or university with a major in finance, accounting, business, or public administration or other appropriate field and five years of progressively responsible, directly related experience, including experience in complex financial models and analysis. A master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Microsoft Excel (macros, pivot tables, indexes, Solver) at expert level proficiency.

Complex financial models and analysis.

Applicable laws, codes, regulations, policies, and procedures.

State legislative mandates and processes.

Advanced accounting principles, systems, and procedures.

Oral and written communication skills.

Principles and practices of effective supervision.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.

Interpret complex legislative analysis and mandates procedures.

Validate advanced financial analysis, accounting principles, and systems and procedures.

- Exercise sound judgment in preparing analyses.
- Perceive organizational implications of recommendations and conclusions.
- Design and develop financial accounting and management reporting models and systems.
- Develop complex spreadsheets and schedules at an expert level in Microsoft Excel.
- Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and time lines.
- Train, supervise and evaluate the performance of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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.

Job Code 1658

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