

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-------------------------|------------------------|------------------------|
| TITLE: | Manager, Fiscal Control | REPORTS TO: | Controller |
| DEPARTMENT: | Fiscal Control | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY GRADE: | 022 AASD Classified |
| ISSUED: | May 25, 2010 | | |

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.

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**

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**

Manage the determination of employee eligibility for enrollment in retirement programs and the reporting system to PERS, STRS, and Safety Retirement. **E**

Supervise the activities of the district cashier. **E**

Reconcile and audit the division's revolving cash fund and worker' compensation, liability claims and flexible spending accounts. **E**

Perform complex research and analysis and recommend and implement new district policies and procedures resulting from new legislation and new programs. **E**

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

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

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

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

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

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

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

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

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.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting principles, systems, and procedures.
- Applicable laws, codes, regulations, policies, and procedures.
- Principles and techniques of budget preparation and control.
- Oral and written 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.
- Communicate effectively orally and in writing.
- Train, supervise, and evaluate performance of assigned staff.
- Establish and maintain effective working relationships with others.
- Plan and organize work.

Meet schedules and time lines.

Prepare reports and direct the maintenance of a variety of reports and files related to assigned activities.

Work independently with little direction.

Interpret, apply, and explain rules, regulations, policies, and procedures.

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.

Job Code 1661

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