

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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<b>TITLE:</b>	Manager, Position Control and Financial Reporting	<b>REPORTS TO:</b>	Director, Budget Development
<b>DEPARTMENT:</b>	Finance	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026
<b>ISSUED:</b>	May 24, 2011		AASD Classified

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**BASIC FUNCTION:**

Plan, organize and control all aspects of position management processes; ensure the integrity of the district general ledger controls and reporting; perform ad hoc analysis as needed; supervise and evaluate 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 and control all aspects of position management processes for the District; ensure the integrity of the district general ledger controls and reporting. *E*

Perform the work involved in the maintenance, operations, reconciliation and reviews of the District's position control systems. *E*

Calculate budgeted salary projections, and other budgetary salary assumptions; conduct routine reviews and validations of transactions and records to ensure that applicable regulations and position control procedures are observed. *E*

Assist in the planning and development of forms and procedures for position allocation and budget administration. *E*

Ensure positions are reconciled to payroll and other budgetary information. *E*

Supervise and perform complex analytical and technical tasks involving the position control system for budget development and preparation of reports. *E*

Collaborate with Human Resources and Employee Benefits staff to ensure accuracy of position control reports. *E*

Serve as liaison with the Information Technology, Human Resources, Payroll and Finance Departments with regards to position control issues and processes. *E*

Manage and serve as the Finance lead person in the implementation and maintenance of position control system, processes and protocols and ensures stakeholders' consistent

understanding of position budgets, position control and payroll issues. *E*

Review requests to establish new positions and validate staffing allocations to ensure positions are authorized and funds are available; approves or disapproves request. *E*

Provide information and confers with District administrators on staffing formulas and allocation of positions based on budget requirements. *E*

Develop and maintain standardized financial reporting systems and ensure adherence to established controls; ensures maintenance of internal controls and data integrity. *E*

Compile and prepare reports for submission to District management, the Board of Education, San Diego County Office of Education, state and federal agencies. *E*

Coordinate grant reporting; 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*

Review departmental budgets for adherence to district internal guidelines; prepare detailed reports containing findings, conclusions and recommendations. *E*

Conduct and participate in a variety of fiscal analytical studies. *E*

Develop, recommend and participate in the implementation or changes in financial policies, procedures, reporting and control systems. *E*

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

May develop training programs and participate in conducting training on budgeting and fiscal control policies, procedures and protocols. *E*

Supervise and evaluate assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a bachelors degree from a recognized four-year college or university with a major in finance, accounting, business or other appropriate field and four 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:**

Organizational development principles and practices.  
Techniques and strategies for managing a large, diverse organization.  
Complex financial models and analysis.  
Microsoft Excel (macros, pivot tables, indexes, Solver) at expert level proficiency.  
Advanced accounting principles, systems and procedures.  
Principles and practices of effective supervision.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies, and procedures.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Validate advanced financial analysis, accounting principles and systems and procedures.  
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.  
Interpret complex legislative information, perform analysis and implement mandates procedures.  
Develop complex spreadsheets and schedules at an expert level in Microsoft Excel.  
Establish and maintain effective working relationships with others.  
Prepare comprehensive narrative and statistical reports.  
Direct the preparation and maintenance of a variety of reports and files related to assigned activities.  
Plan and organize programs.  
Analyze problems, make decisions, and be responsible for those decisions.  
Communicate effectively both orally and in writing.  
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:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1663  
5.24.11  
JB