

### MANAGER, FISCAL SERVICES

**Reports to:** Fiscal Services Controller

**Division:** Administrative Services

#### Our ideal candidate

You are an innovative professional with excellent communication skills and a proven track record of establishing rapport and earning the trust of colleagues and end users through your demeanor and results. You are highly responsible and take ownership of all tasks and responsibilities of the position. You successfully set priorities, work accurately and efficiently, and meet deadlines. You conduct research, thoroughly analyze data, and summarize and express complex concepts concisely to others who have varying levels of understanding. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You take the initiative to solve problems, either independently or in collaboration with other managers. You mentor and train others, and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the Santa Barbara County Education Office and the members of your team.

#### General description

Under administrative direction, plans, organizes, and directs financial accounting operations to ensure accurate and timely accounting reports, statements of financial condition, processing and payment of accounting transactions, and accounting for determining revenues and special funding. Facilitates development of, and compiles information for the annual budget process. Responsible for the efficient and effective operations of accounting and budget administration functions that include but are not limited to special accounts, accounts receivable and payable, payroll, budget administration, and general ledger.

#### Specific duties and responsibilities

1. Plan, organize, and direct the work of staff engaged in fiscal activities including budget control records, receipt and disbursement of funds, special funding, financial performance statements including general ledger, and other accounting activities. Train and supervise accounting staff to ensure that accurate and timely preparation of transactions and entries.
2. Provide technical expertise and direction regarding accounting issues and discrepancies.
3. Serve as the department's team leader for developing and enhancing automated accounting and financial information systems, including those that are part of integrated data management programs.
4. Participate in development of accounting controls to ensure the validity and accuracy of financial information and statements.
5. Ensure separation of activities, access to and accounting of assets, and proper execution of transactions.
6. Audit financial data and documents to assure accuracy, completeness, and compliance with County Education Office policies and procedures and applicable government regulations.

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7. Recommend changes to policies and procedures that improve internal controls; review financial record-keeping procedures and techniques and recommend and implement improvements, assuring efficiency and compliance with County Office policies and applicable regulations.
8. Participate in closing of the general ledger for year-end financial reporting which includes all special funding, current accounting expenditures, deferred balances, and employee-based accounts such as payroll and accruals.
9. Coordinate activities connected with independent audits by organizing documents, providing requested information, and preparing reports.
10. Facilitate the budget development process by researching and gathering information such as FTEs, projected overhead, and details for expenditures; provide support to departments in budget development and critique budget proposals.
11. Implement the approved budget and integrate it into the financial systems; serve as a resource for questions regarding budgets, accounts and related information.
12. Monitor and analyze the utilization of funds, including those from general, grant, capital, and other sources.
13. Prepare periodic reports of revenue and expense performance, account balances, and cash balances.
14. Develop and maintain management information and control processes to assist department leaders in understanding financial position with respect to program goals and objectives.
15. Produce accounting transactions including accounts payable, accounts receivable, and adjustments to general ledger or other areas, as required.
16. Perform other duties as assigned that support the overall objective of the position.

#### Requirements

**Education:** Possession of a bachelor's degree in accounting, business administration, or a related field.

**Experience:** Four years of experience performing professional accounting duties, preferably in an educational setting. Two years of experience as a supervisor of accounting staff are also required (in addition to, or as part of, the professional accounting experience).

#### Knowledge of:

- Principles, practices, and regulations pertaining to accounting, financial record-keeping, internal controls, and auditing for educational entities
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- California School Accounting Manual
- Generally Accepted Accounting Principles and Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs

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- Financial management software applications
- Practices and principles of management, supervision, and training
- County Office organization, operations, policies, and objectives
- Principles and practices of fixed asset management
- Principles and practices of public budget preparation
- Grant accounting
- Arithmetic, including percentages and fractions, and advanced mathematics
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications

### **Ability to:**

- Interpret, explain, apply, and enforce laws, regulations, policies, rules, and procedures related to assignment
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial statements
- Conduct technical accounting-related research
- Learn and apply the sections of the California Education Code related to accounting, auditing, and reporting
- Use a variety of computerized accounting, enterprise, and other software programs for data management and analysis
- Evaluate historical data and use inferential methods to develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Supervise, train, and manage the performance of assigned staff in a manner that encourages teamwork, high morale, and efficiency
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization and districts served
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Understand and follow oral and written directions
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material



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**Licenses and certificates**

May require possession of a valid driver's license.

**Working conditions**

Typical office environment; occasional travel to other sites and meetings is required.

**Management Salary Range 19**

<i>Approved by the Personnel Commission:</i>	July 5, 1990
<i>Revised:</i>	January 25, 2001 (title change only)
<i>Revised:</i>	June 28, 2012
<i>Revised:</i>	March 28, 2019