



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

FISCAL SERVICES MANAGER

BASIC FUNCTION:

Under the direction of the Assistant Superintendent for Business Services to oversee and participate in the maintenance of district accounting and budget record system; plan, develop and maintain a variety of financial and statistical records, files and reports.

Representative Duties:

Participate in the planning, developing and maintaining of accounting and budget records and files; prepare tentative and adopted budgets.

Review and balance computerized accounting reports to assure proper and appropriate encumbrance and expenditure classifications.

Train, supervise, schedule and evaluate accounting, purchasing, and payroll personnel as assigned.

Classify and code accounts; verify and enter details of transactions related to a computerized accounting system.

Prepare or assist in the preparation of a variety of documents related to a computerized payroll system.

Confer with various personnel concerning payroll, budget, purchasing or other related financial matters.

Summarize and prepare financial management reports as required; prepare general and special funds financial reports as necessary.

Establish and maintain records and files related to federal and state taxes; prepare and pay federal and state taxes as required.

Implement budget transfer and expenditure control procedures.

Process general and special funds deposits and maintain records of the various sources of district income.

Analyze and audit major account classifications for accuracy to assure that accounts are maintained within budgetary limits.

Maintain and reconcile the revolving cash fund.

Prepare and update monthly cash flow analysis and advise the Assistant Superintendent, Business Services of any anticipated cash flow problems.

Prepare a variety of materials including financial and statistical reports, memorandum, letters and a variety of other communications.

Assist the Assistant Superintendent, Business Services in establishing internal controls to insure efficient and effective operation.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

School Accounting and budget planning practices and procedures.

Financial record management systems.

Modern office practices and accounting equipment including computerized accounting systems.

Policies, laws, rules and regulations pertaining to district accounting budget, management procedures.

District sponsored insurance program benefits.

Principles and practices of supervision and training.

District organization, operations policies and objectives.

Ability to:

Prepare and maintain complex fiscal, budgetary and statistical reports, records and files.

Compile complex fiscal and statistical data.

Perform accurate and complex arithmetical calculations with speed and accuracy.

Train, supervise and evaluate personnel.

Communicate effectively both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Understand and follow oral and written directions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain records and prepare records.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from four year college or university with major course work in accounting and three years accounting experience involving the preparation of accounting reports and budgets.

WORKING CONDITIONS:

Typical office environment.

The Sulphur Springs School District does not discriminate in employment on the basis of sex, creed or national origin. In accordance with INS regulation, individuals employed by this district will be required to provide verification of legal residency in the United State by completing "Employment Verification Form" (Form I-9).

Adopted by The Board of Trustees, July 1995