

**FISCAL SERVICES MANAGER - SPECIAL PROGRAMS****DEFINITION:**

Under direction of the Director, Fiscal Services, provide fiscal assistance and management related to grant funded programs, state categorical programs and funds outside of the general fund. Assist in the budget development of these special funds and programs. Support district and school site staff in the administration of special programs and funds; supervise technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in preparation of the Consolidated Application for Categorical Funding; research and collect data; serve as technical liaison between federal, state, county and local agencies.
- Establish and maintain regular communication with district and school site administration to develop and maintain special program budgets.
- Review award letters and provide knowledge of applicable federal, state and local rules and regulations to program managers to ensure compliance in resource use and reporting requirements.
- Prepare time certifications and monitor certifications for federal compliance.
- Manage all aspects of special program funds during the fiscal year and assist in the year end close process.
- Assist external auditors in their compliance reviews; maintain an audit record of expenditures and legal obligations reported on claim forms; resolve audit findings.
- Prepare and maintain various accounting related spreadsheets.
- Prepare final claim of expenditure reports for state, federal funds and local grants.
- Post/enter data, verify input/output, research discrepancies and correct as necessary.
- Review and approve position control for personnel funded by special programs.
- Attend appropriate meetings, seminars, and conferences applicable to job requirements.
- Maintain district chart of accounts and assist in chart of accounts restructure as needed.
- Train and assist staff on various modules of the financial system.
- Perform other duties and assume other responsibilities as may be assigned.

**QUALIFICATIONS****Knowledge of:**

General accounting principles, practices, procedures and methods; basic accounting terms and procedures; computer application programs for accounting, databases and word processing, such as Excel and Word; applicable state/federal laws, District policies and regulations governing school districts; basic methods, procedures and practices of financial and statistical record keeping; basic research data collection procedures and composition techniques.

**Ability to:**

Communicate and work effectively with others; perform complex accounting tasks that involve the exercise of independent judgment; understand and interpret a wide variety of policies, laws, rules and regulations; work with a high level of independence and with little direct supervision; organize and prioritize work and adhere to established deadlines; prepare documentation for various reporting systems; compile a variety of quarterly and annual reports, invoices, and claims involving complex data. Manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years of experience in fiscal and financial budget management which includes responsibility for working with others to facilitate development of program applications and grants, managing and monitoring categorical programs, using computer applications, or other related experiences. School district accounting and/or budgeting experience preferred.

Education:

A Bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Revised: November 14, 1990 effective July 1, 1990  
Revised: February 7, 1995 effective February 8, 1995  
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