

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER, FISCAL SERVICES - BUDGET

WORK YEAR: 12 months

VACATION: 27 Days

SALARY: Range 23

REPORTS TO: Director V, Business Services

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the development and revision of school and program budgets; control the processing of appropriation transfers; maintain the position control system; provide resource material for employee negotiations.

REPRESENTATIVE DUTIES:

Plan and project the needs of the next year's budget, including providing ad hoc and routine cost analyses and proposals; establish and compute formulas for budget allocations; develop and revise the budget development guides for school sites and programs; advise and assist managers in the preparation, control and expenditure of their budgets. *E*

Audit a wide variety of proposed budgets for accuracy and adherence to established guidelines for both personnel and dollar amounts; perform discretionary and non-discretionary auditing; compute salaries and benefits; balance budgets to established formulas and allocations. *E*

Input budget amounts and personnel FTE into applicable systems; verify that all necessary items have been budgeted including Board of Education and Budget Advisory Committee mandates; balance expenditures to revenue including contributions to other funds for assigned funds; utilize spreadsheet programs. *E*

Work with the Human Resources Department to process employee funding changes and enter changes of account number or percentage shifts into the applicable personnel system to update appropriate file. *E*

Prepare and process documents and information relating to collective bargaining activities including employee compensation; calculate for cost of step increases and one percent figures for salary cost increases. *E*

Prepare supporting schedules and budget documents for approval of the Board of Education including the final and interim budget reports. *E*

Audit to assure that positions budgeted by schools and departments do not exceed authorizations; assure number of employees placed does not exceed authorized amounts; monitor the data processing personnel system to assure that salaries are accurately reflected. *E*

Review, audit and approve employment/budget authorizations to maintain position control; verify funds exist for the desired position; review and approve employment paperwork received by the Payroll Department related to accuracy of account numbers and percentages of pay. *E*

Verify monthly employee payrolls are paid to the correct budget account by auditing timecards and financial accounts; make transfers and corrections to the expense and appropriations ledger as needed to correctly apply salaries and benefits to budgeted accounts; notify site and program of corrections to payroll account numbers and review errors with personnel by written communication, telephone or in person. *E*

Work with the Accounting Department to monitor budgets during the year including reviewing monthly expenditure ledgers for accuracy and making corrections and reviewing and approving transfers of appropriations. *E*

Communicate with site managers and staff as needed, assure compliance with established budgets and make recommendations for change or correction. *E*

Train, provide work direction and supervise assigned personnel in the areas of school and program budgets, transfers and position control. *E*

Provide technical expertise, information and assistance to the supervisor regarding assigned functions; assist in the formulation and development of policies, procedures and programs; provide information on trends or issues and recommend appropriate corrective action. Design, recommend, and implement changes in financial systems and procedures. *E*

Assist others in solving budget and accounting problems in the areas of payroll, accounts payable, accounts receivable, position control, purchasing, and transfers. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School district accounting and auditing principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Preparation and maintenance of comprehensive accounting and budgetary records.

Financial reporting procedures.

Data processing applications to accounting and auditing functions related to database management, electronic spreadsheets and word processing.

Applicable sections of State Education Code and other applicable laws

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a personal computer and computer terminal.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform a variety of technical accounting duties in the preparation, maintenance and control of District budgets.
Prepare a variety of District, State and Federal financial reports and projections.
Maintain and audit fiscal records and accounts.
Assure compliance with applicable District policies, procedures and governmental regulations.
Balance budgets and accounts and reconcile financial statements.
Interpret and apply rules, regulations, policies and procedures.
Plan and organize work.
Operate a variety of office equipment and machines including personal computers and spreadsheet applications
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedules and time lines.
Compile, analyze and record financial and statistical data.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance or business administration and three years professional level accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read and assure the accuracy of financial records and documents.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.