CHICO UNIFIED SCHOOL DISTRICT
FISCAL SERVICES MANAGER

DEFINITION
Under general direction, manages fiscal support functions and staff for assigned unit. Establishes and monitors systems and procedures to ensure compliance with accounting principles, district, state, and federal regulations, and audit requirements. Performs complex accounting, analytical and technical work involving program compliance, budget control analysis and development; district-wide budget development; position control; and financial projections and reporting. Areas of responsibility may include payroll, benefits, budgeting, contracts and grants, and/or other fiscal/accounting functions.

EXAMPLES OF ESSENTIAL DUTIES:
◆ Manages the day-to-day operations of fiscal support units such as payroll, benefits, budgeting, contracts and grants, position control, and/or other fiscal/accounting functions, ensuring compliance with district, state, and federal policies and regulations.
◆ Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
◆ Develops budgets and ensures budget compliance.
◆ Supervises and participates in the research, collection, analyses, and compilation of data for financial and statistical reports, projections, estimates, and studies, and prepares reports on findings.
◆ Develops complex computer-aided models used in the preparation of various financial reports, projections, and analyses; works with IT in the development and/or modification of programs to meet the needs of the district.
◆ Reviews and approves expenditure documents for budgets monitored by this position.
◆ Interacts with internal and external auditors and participates in occasional auditing projects or provides information and access to accounting records as required.
◆ Advises and interprets policies to employees, management, and outside persons; resolves related problems.
◆ Develops and implements systems to maintain records on employees and compliance activities.
◆ Participates in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
◆ Performs related work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
◆ Public agency payroll, finance, accounting, budgeting, and cost control policies, standards, and procedures.
◆ Management principles and practices.
◆ MS Office and accounting/financial software at an intermediate level.
◆ Preparation of financial statements and comprehensive accounting reports.
◆ Laws, rules, and regulations related to payroll and other assigned activities.
Skill in:
♦ Interpersonal relationships and District-wide communication.
♦ Planning and organization: plan and manage multiple projects.
♦ Employee development and performance management.
♦ Examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
♦ Use of technology and related software applications.
♦ Problem analysis and resolution.

Ability to:
♦ Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
♦ Analyze and interpret complex financial information.
♦ Develop, plan, and implement short- and long-range goals.
♦ Multi-task in a changing environment.
♦ Develop and maintain recordkeeping systems and procedures.
♦ Effectively communicate both orally and in writing, accounting information, policies, and/or procedures in a manner easily understood by the customer.

Experience and Education Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education
Bachelor degree from an accredited college or university with major coursework in accounting, business administration, or related field.

Experience:
3 to 5 years experience directly related to the duties and responsibilities specified, preferably in a public agency.

Special Requirements:
Essential duties require the following physical skills and work environment:
♦ This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
♦ Ability to work in a standard office environment.
♦ Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
♦ Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
♦ Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
♦ Manual dexterity to operate a telephone and enter data into a computer using both hands.
♦ Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
♦ Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

PC – Approved 5/24/04