

MODESTO CITY SCHOOLS

Job Description

JC # 0027

MANAGER, FISCAL SUPPORT SERVICES

OVERALL RESPONSIBILITY

Under general direction, assist in developing and monitoring budgets in assigned areas, manage special funds and audits, provide support for state construction funding applications and reports, participate in debt financing and investment programs, provide management support to joint powers authorities and provide general support across all areas of the financial systems.

SPECIFIC RESPONSIBILITIES

1. Assist administrators of designated programs and departments in the analysis, preparation and monitoring of program budgets.
2. Develop and provide specialized financial analysis, support and reports for designated programs and departments.
3. Coordinate special audits and participate in and support the annual external audit.
4. Perform financial analyses, internal fiscal reviews and/or develop budget system controls for specific assigned programs.
5. Assist in the preparation of state construction funding applications.
6. Maintain financial records necessary to support state construction funding claims and participate in project close out audits.
7. Participate in the issuance and management of long-term debt instruments.
8. Manage the District's fixed assets records and reporting.
9. Participate in management of the District's investment program.
10. Provide management support to the Salida Area Public Facilities Financing Agency, the Schools Infrastructure Financing Agency, and other similar joint powers authorities.
11. Track and monitor the allocation and reallocation of numerous financial resources.
12. Participate in and advise the District's finance team on a wide variety of accounting challenges and standards.
13. Work effectively with various agencies, departments and personnel as assigned.
14. Assist in the selection, orientation, supervision and evaluation of subordinate personnel.
15. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
16. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule.

MANAGER, FISCAL SUPPORT SERVICES (continued)

SALARY

Management Salary Schedule (Range 130).

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of accounting principles, practices, procedures and methods.
- Knowledge of laws and regulations applicable to school district accounting operations.
- Knowledge of and ability to analyze accounting data and prepare financial statements.
- Knowledge of and ability to operate a variety of office machines including computers and printers.
- Knowledge of budgeting and fiscal accountability principles, procedures and methodology.
- Ability to compose clear, complete, and concise reports and correspondence.

Experience

Minimum Requirement:

Four (4) years increasingly responsible experience in accounting.

Desirable Qualification:

At least two (2) successful years experience in governmental accounting.

Education/Credential

Minimum Requirement:

Any combination of education and/or related experience equivalent to completion of four (4) years of college coursework in accounting and/or experience as an accountant.

REPORTS TO:

Director, Facilities Development and Support

Cabinet Approved: 3/26/07

Board Approved: 4/23/07