

ORANGE UNIFIED SCHOOL DISTRICT

FISCAL SERVICES SUPERVISOR

DEFINITION

Under Administrative direction, to perform complex and technical accounting, budgeting, and fiscally related functions and activities, including accounts payable and receivable, financial oversight of the District's facilities projects and construction bond programs; to assist in the performance of internal audits of specials funds and accounts; to assist in the preparation of the annual budget and in adjusting budgetary accounts to match actual revenue; to prepare District cash flow projections and reports; to review, monitor and audit attendance and student body fund record management activities; to plan, organize, and direct accounting personnel in the performance of fiscally related functions; and to perform other related duties as required.

ESSENTIAL DUTIES

- Perform a variety of financial record keeping functions related to District's revenue, accounting, and other fiscally related functions.
- Review monitor, audit, and supervise the budget control and management of District funds and accounts, including revenue, encumbrances, invoices, warrants, reimbursements, tax computations, and related transactions.
- Compile, verify and prepare account and budget transfers related to food service, transportation, special education, workers compensation, student body, and related funds.
- Assist in the formulation, revision, implementation, and maintenance of computerized budget development and expenditure control record management systems.
- Prepare monthly reimbursements of retiree health benefits with a third party.
- Prepare, reconcile, and maintain long term debt schedules for interim reporting.
- Provide direction and training to staff regarding applicable accounting and auditing laws and regulations pertaining to ASB, school facilities and construction bond programs.
- Arrange, post and balance financial data that may include the preparation of trial balance, financial statements, and personnel encumbrances detail, and year-end accruals of funds related to facilities projects and construction bond programs.
- Maintain journals, ledgers, and other accounting records.
- Prepare account and fund analyses, and interact with District staff concerning accounting issues, problems, and concerns.
- Operate a computer terminal inputting financial data into a computer-assisted accounting and budget control system.
- Perform responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as revenue, attendance, transportation, food service, payroll, purchasing, accounts payable, accounts receivable, and Federal and State funded programs.
- Perform a wide variety of statistical and research data gathering activities.
- Provide data for contract negotiation, actuarial reports, and other related services.
- Guide, coordinate, and supervise the functions and activities of accounting personnel, including the performance appraisal of accounting clerical staff.

QUALIFICATIONS

Knowledge of:

- Principles and methods of accounting, budget control, food service, payroll systems, technical report preparation, and internal audit processes;

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- Financial record management methods, procedures and techniques;
- California school accounting legal mandates, practices, and procedures;
- Accounting, budget control, and payroll computer-based record management systems;
- Organization, management and employee motivation strategies and techniques.
- Safe working methods and procedures.

Ability to:

- Interpret and effectively communicate accounting and budget control policies, regulations and guidelines;
- Prepare clear and accurate budget control reports, financial statements and other fiscally related reports;
- Perform complex and technical financial record keeping functions;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

This type of work involves sitting a portion of the time but will involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of accounting, budget control, and supervision experience, preferably in an educational agency.

Education:

Equivalent to the completion of an Associate or higher degree in accounting, supplemented by training or course work in budget planning and control, business administration, or closely related fields.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.