

**Metropolitan Education District**  
**Fiscal Services Manager**



<b>Location:</b>	<b>Metropolitan Education District (MetroED)</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Chief Business Officer</b>
<b>Classification:</b>	<b>Classified Management</b>
<b>Date Approved:</b>	<b>2/12/96</b>
<b>Dates Revised:</b>	<b>6/11/97, 6/25/00, 6/25/08, 5/8/13, 8/19/15</b>
<b>Position Control:</b>	<b>#142002, Salary Schedule 5, Range 18, 12 Month Work Year</b>

**DEFINITION**

Under direction of the Chief Business Officer, the Fiscal Services Manager plans, organizes, and supervises the accounting and purchasing office and staff. This position is responsible for the overall ledger and budget of the district.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff, labor relations or any topic properly confined to a closed session of the Board.

**AREAS OF RESPONSIBILITY/DUTIES**

**Essential Functions:**

- Plans, organizes, and supervises the accounting office activities and staff as well as the general ledger transactions for the district
- Prepares specialized financial and statistical reports to be used by the district administrators, auditors, and Local/Federal/State Agencies
- Works and cooperates with local, State, and Federal auditors
- Participates in and organizes collaborative meetings with local, County, State, and districts concerning accounting procedures, payroll, accounts payable, and other fiscal processes
- Attends, organizes, and participates in staff and departmental meetings
- Identifies and solves problems related to fiscal accountability
- Initiates and/or approves authorization for payment, journal vouchers, expenses, budget transfers and affidavit record of deposits
- Reviews periodical Federal, State, and other tax reports
- Prepares or supervises the preparation of quarterly unemployment and disability reports
- Completes the annual reconciliation of earnings for W-2 processing
- Prepares annual tax reports and transmittals
- Prepares claims, cost reports, and other financial reports as required
- Participates in and leads trainings related to software development and enhancement, changes to procedures, and best practices within the accounting department
- Maintains and supervises the retention and destruction of records and activities
- Assists the Chief Business Officer with budget development, monitoring, and accounting related work as required

**Essential Functions (continued):**

- Plans, organizes, supervises and assists in the hiring and evaluation of the work performances of accounting office employees and with other departments and operations
- Reviews and approves the release of payroll, benefits, and other disbursement of funds
- Responsible for oversight and maintenance of position control and budget development
- Interprets and adheres to accounting standards as defined in the California School Accounting Manual, Governmental Accounting Standards Board, and Generally Accepted Accounting Principles
- Adheres to Board Policies, California Education Code, Government Code, County Office oversight procedures, the California Audit Guide and all statutes governing school business procedures and practices

**Additional Responsibilities**

- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work
- Duties may require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations
- May assist in the preparation of documents relative to employer/employee relations and employee grievances
- May compile, develop, and present information relating to negotiations with exclusive representatives and District Labor representatives

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- California state school finance laws and regulations as they relate to school districts, preferably ROC/PS and Adult Education programs
- Governmental budget, accounting, and other fiscal principles and practices
- Accounting and auditing control procedures and methods
- Financial analysis, control, and research procedures
- California School Accounting Manual and Standardized Account Code Structure
- State and Federal financial reporting and software
- Principles and practices of public administration and data processing
- Supervision and evaluation methods and best practices

**Ability to:**

- Plan, organize, and control the accounting, attendance, auditing, and financial program of a school district
- Direct and supervise the recording, auditing, and interpretation of District financial transactions
- Prepare, present, and interpret financial reports
- Research and aggregate data
- Plan, organize, assign, evaluate, and supervise the work of staff
- Interpret and apply District rules and policies with good judgment
- Make complex calculations with accuracy
- Analyze situations and adopt an effective course of action
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Meet deadlines
- Make independent decisions on behalf of the administration as needed
- Maintain confidentiality

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience:**

Four (4) years of supervisory, management, and professional accounting experience in public school business or closely related field

**Education and Credentials:**

- Graduation from a four (4) year college and Bachelor's Degree preferred with a major in accounting or business administration
- Additional postgraduate courses in the area of business administration, financial management, economics or a related field

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds
- Ability to reach in all directions

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature