

**CAJON VALLEY UNION SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**CLASS TITLE: MANAGER, FISCAL SERVICES**

**JOB SUMMARY:**

Under the direction of the Director, Fiscal Services plan, organize and manage the District's accounting and budget activities; oversee payroll and benefits expenditure reporting; coordinate and participate in the preparation of periodic financial reports; prepare income and cost analyses; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

h flow projections and multi-year projections; ensure revenues and expenditures are properly  
r; ensure required State, federal and local reports are submitted accurately within established

completeness; make corrections and adjustments as needed; develop spreadsheets and generate computerized reports.

Budget Preparation and control.

Operation of a computer and assigned software, including spreadsheet, database and word processing applications.

Principles and practices of supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize and manage operations and activities involved in the District's accounting and budget.

Train, supervise and evaluate the performance of assigned personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Coordinate department communications to meet District needs and ensure smooth and efficient operations.

Ensure proper and timely resolution of departmental issues, conflicts and discrepancies.

Coordinate activities to ensure accurate and timely processing of District expenses.

Operate standard office equipment including computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports, records and files related to assigned activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work, trainings or meetings.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or by telephone, and to make presentations.

Dexterity of hands and fingers to operate a computer keyboard, mouse and other office equipment.

Seeing to read, prepare and assure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift