

September 17, 2012

Job Posting #5107.00

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

760 Brier Drive, San Bernardino, CA 92408 • Gary S. Thomas, Ed.D., Superintendent

# Manager, Fiscal Services

SALARY:	\$88,058.16 Annually <i>(Salary will be reduced by 8 furlough days for the 2012-13 year)</i>
LENGTH OF SERVICE:	228 Days per Year <i>(Days will be reduced by 8 furlough days for the 2012-13 year)</i>
APPLICATION DEADLINE:	October 1, 2012
LOCATION:	Desert/Mountain Children's Center, Apple Valley

## POSITION DESCRIPTION

Under the direction of the Director, Desert/Mountain Children's Center, the Manager, Fiscal Services is responsible for the development, implementation and maintenance of fiscal operations and procedures, the analysis of fiscal data and the preparation of fiscal and budgetary reports. This position prepares financial reports and projections used to review the financial solvency of county school programs, school districts and/or other public education agencies. The Manager, Fiscal Services also advises division heads, school districts and/or other public education agencies on fiscal and budgetary issues. This position also audits student attendance accounting.

## ESSENTIAL JOB FUNCTIONS

- Develops, analyzes, and manages statistical information, including budgets and fiscal operations;
- Coordinates the operation of fiscal programs;
- Audits student counseling accounting;
- Manages systems and data bases;
- Analyzes fiscal data to ensure consistency, accuracy and compliance with state and federal laws and regulations;
- Prepares financial and statistical reports and projections;
- Advises program staff on fiscal and budgetary issues;
- Recommends improvements to fiscal operations and procedures;
- Assists staff, district personnel or other public education agencies;
- Trains and supervises assigned staff;
- Performs related duties as assigned.

## JOB REQUIREMENTS

**Experience** performing fiscal research and analysis; preparing financial reports; working with computerized record keeping systems and data bases; maintaining sound financial accounting systems; monitoring budgets and financial transactions; performing complex auditing and accounting procedures;

**Skill** in the interpretation and application of contracts, laws and guidelines governing fiscal programs; analysis, interpretation and preparation of financial and statistical reports; development and maintenance of budget and accounting systems; performance of complex mathematical operations;

**Knowledge** of fiscal analysis and research procedures; sound budgeting and accounting procedures;

**Ability** to manage fiscal activities and maintain records in accordance with federal, state and county guidelines; perform auditing and accounting procedures with speed and accuracy; utilize PC hardware and software programs, including Microsoft Office Suite; communicate effectively in writing and orally; establish and meet timelines; establish and maintain effective working relationships with a variety of individuals and groups; establish and maintain sound fiscal operating procedures; maintain accurate records; interpret and implement policies and procedures, provide training; supervise staff;

**Physical Abilities** include sitting for extended periods, lifting, reaching, pushing/pulling, fine manual dexterity, crouching/crawling, talking/hearing, and near and far visual acuity, depth perception, color vision.

### **MINIMUM QUALIFICATIONS**

- Four (4) years experience in a fiscal management and/or accounting position;
- Four (4) years experience preparing financial and statistical analyses and/or developing and maintaining program budgets;
- Possession of a Bachelor's Degree or higher in Accounting or a related field from an accredited college or university;  
*Four (4) additional years experience in a fiscal management and/or accounting position may be substituted in lieu of Bachelor's Degree -- **OR** -- an Associate of Arts (AA) Degree or its equivalent in Accounting or a related field from an accredited college or university and two (2) additional years experience in a fiscal management and/or accounting position (transcripts required).*
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

### **DESIRED QUALIFICATIONS**

- Possession of a Master's degree;
- Experience in a fiscal management and/or accounting position in an educational setting;
- Experience providing training to individuals and/or groups;
- One (1) year of experience working in a California school district or County Office of Education.

### **NECESSARY MATERIALS FOR APPLICATION**

- **Completed Ed-Join on-line application;**
- **Letter of application or current resume;**
- **Copy of Bachelor's Degree or higher in Accounting or a related field from an accredited college or university (if applicable);**
- **Copy of Associate of Arts Degree or transcripts (if applicable);**
- **Three (3) current (dated and signed within 3 years) letters of reference;**
- **Applicants must meet minimum qualifications and provide all necessary materials on-line prior to the stated deadline in order to qualify as a candidate.**

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
760 Brier Drive, San Bernardino, CA 92408 • (909) 386-9561  
Internet Address: [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us)  
This facility is handicapped accessible  
AN EQUAL OPPORTUNITY EMPLOYER

### **APPLICATION PROCESS:**

All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us) click on Employment and Careers; then click on [www.edjoin.org](http://www.edjoin.org) and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please call (909) 386-9561.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. Therefore, if hired please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.