

POST

POST

SAN BRUNO PARK SCHOOL DISTRICT
500 Acacia Avenue – San Bruno, CA 94066

POSITION ANNOUNCEMENT

August 3, 2020

POSITION: Fiscal Services Controller
Classified Management

WORK SCHEDULE: 8:00am – 5:00pm

SALARY RANGE: \$65,632 - \$80,578

CLOSING DATE: Monday, August 17, 2020

DEFINITION: Under the direction of the Associate Superintendent of Business Services the position is responsible for all accounting and budget functions of the District; performs complex and technical accounting related transactions to maintain the District's financial records in accordance with accounting standards; assists in budget planning and provides ongoing budget analysis, monitoring, and reporting.

DISTINGUISHING CHARACTERISTICS:

This position serves as a lead position over the accounting clerks in the day-to-day operations of the District's budgetary, account record keeping, and financial reporting programs. The Fiscal Services Controller performs advanced professional level accounting duties, which require the use of judgment in decision making, in technical matters and in the interpretation and application of established standards, policies and categorical program rules to individual cases. A high degree of independent judgment is required to analyze data and develop resolutions to a variety of major and minor problems that occur.

REPRESENTATIVE DUTIES:

- Performs complex and technical accounting functions in the maintenance and analysis of District's financial records including special program/project funds; prepares analytical, statistical, and other reports as requested for internal or external sources; prepares journal vouchers and performs reconciliations to produce accurate periodic financial reports in accordance with generally accepted accounting procedures, California School Accounting Manual (CSAM), and other applicable accounting standards
- Maintains financial and budget procedures, techniques, and methods. Recommends new or improved procedures and techniques, assuring efficiency and compliance with District policies and applicable government regulations
- Provides assistance in all phases of budget development including preparing budget projections and supporting schedules; monitors and reports on budget data including revenue and expenditure account status; provides analysis and recommendations concerning budgetary allocations; reviews and processes requests for budget adjustments; answers questions and compiles special reports for site and department use in budget tracking and reporting
- Using projected revenue and expenditure data, prepares cash flow and analysis to accurately forecast end-of-month cash balances for all District funds

- Audits financial data and documents to ensure accuracy, completeness, and compliance with District policies, procedures, and applicable government regulations; conduct audits of associated student body funds to ensure proper internal controls are adhered to and recommends changes to policies and procedures to improve internal controls
- Organizes, and shares in the work of department staff; reviews work; trains and evaluates the performance of assigned personnel
- Provides technical expertise, training, and direction to administrators and personnel concerning accounting and budgetary functions; responds to inquiries and provides detailed and technical information related to accounting, budgets, standard practices, records, and policies and procedures
- Prepares required Categorical program reports including the Consolidated Application reports and site allocation budgets of various Federal and State grants
- Prepares required Mandated Costs Reimbursements Claims in accordance with the State regulation and assists in the collection of relevant allowable cost data from school administrators
- Assists with budget development and monitors budget balance status, recommends corrective actions and prepares budgetary transfers or revisions as necessary
- Maintains the chart of accounts; maintains accounting records for categorical projects and programs; prepares periodic reports and claims
- Reconciles funds balances audits balances and assists in preparation of cash flow statements
- Contacts staff to resolve questions and problems in source information or to advise of necessary modifications in site or department records
- Analyzes, verifies and prepares financial reports, audits, reimburses and maintains records of petty cash funds, reviews and evaluates requests for revolving cash fund checks, types revolving cash fund checks and files supporting documentation
- Manages a variety of financial statements and accounts payable, invoices and bank statements; proofreads and audits documents; reconciles statement and prepares receipts and bank deposits in a timely manner
- Provides technical information and instruction regarding applicable procedures
- Recommend and assist in the implementation of goals and objective for the Business Department
- Operate, code and enter information into the District's automated financial system; update, verify and correct input
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions
- Ensures appropriate calculation and collection of District revenues
- Coordinates activities with the External Auditors
- Analyzes financial information detailing assets, liabilities and capital
- Audits contracts, order, and vouchers and prepares reports to substantiate individual transactions prior to settlement
- Establishes, modifies, documents, and coordinates implementation of accounting and accounting control procedures
- Meets timelines, responds to administrator's inquiries, attends meetings and workshops as directed
- Prepares required County and State reports including Interim reports and supplemental forms
- Prepares CBEDS, CSR, CALPADS and other enrollment and attendance reports and analysis
- Closes general ledger books monthly and annually
- Conducts the end of year accounting procedures
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Technical expertise in accounting, financial principals, and procedures, especially as they pertain to governmental and California school district accounting
- Knowledge of generally accepted accounting principles and standards, Governmental Accounting Standards Board (GASB) standards for accounting and financial reporting for government agencies, and the California School Accounting Manual
- Proficiency in governmental accounting, including financial statement preparation and methods of financial control and reporting
- Must be able to prepare clear, complete, and concise financial records and statistical reports, analyze accounting and budget data, and make sound recommendations
- Knowledge of methods and procedures used to forecast, budget, and account for program costs
- Principles and practices of governmental budgeting; laws, regulations, rules and codes applicable for the financial administration of a school district
- Knowledge of proper internal control and audit principles and practices
- Ability to operate standard office equipment including a computer and assigned software programs
- Ability to work independently including applying initiative and judgment in resolving problems
- Ability to consistently perform under the pressure of deadlines and other administrative demands
- Demonstrate flexibility and respond to changing requirements and job assignments
- Exercise sound professional judgment within general policy guidelines
- Ability to efficiently plan and organize the work of department staff
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain a cooperative and effective working relationship with those contacted in the performance of required duties

EDUCATION AND EXPERIENCE:

- BA degree in accounting or closely related field required
- Degree plus CPA or MBA/MA is desirable
- Advanced degree or certification is desirable
- Five (5) years of responsible accounting, auditing and financial records management in a school district setting, or equivalent experience or other government employment
- County office of education is an acceptable setting

LICENSES AND OTHER REQUIREMENTS:

- Required valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:**ENVIRONMENT:**

- Primarily indoor working environment

PHYSICAL DEMANDS:

- Sitting for extended periods of time
- Physical dexterity, with ability to operate a computer keyboard, calculator and other office machines
- Ability to see and read with or without vision aids
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will clearly understand normal conversation

- Physical agility to lift, carry, push, and pull up to ten pounds on a regular basis and up to 25 pounds occasionally
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

To be eligible for consideration, a completed application packet must be received by 4:00pm Monday, August 17, 2020 and include a District Application, cover letter, three letters of recommendation, and current resume. Please submit materials to:

CHERYL PERUCHETTI
SAN BRUNO PARK SCHOOL DISTRICT
500 ACACIA AVENUE
SAN BRUNO, CA 94066
(650) 624-3102

SAN BRUNO PARK SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER