

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

FISCAL SERVICES SUPERVISOR

Definition

Under general supervision of the Chief Business Official (CBO), coordinate and supervise the day to day operations in the District's Business Office, including the payroll and accounting staff.

Typical Tasks

- Plan, organize and perform a variety of professional-level fiscal functions ensuring compliance with applicable regulations, requirements, policies and procedures.
- Direct and coordinate the maintenance of accounting records, including budget, income expense and balance sheet accounts from a wide variety of funding sources (i.e. special education, transportation, mandated costs, associated student body, revolving cash funds, and other categorized and unlimited funds programs).
- Perform accounting functions in posting, assembling, tabulating and reconciling financial data.
- Monitor revolving cash fund, and reconcile various accounting records including, but not limited to, bank statements, insurance billing and District and County accounting records.
- Prepare a variety of local and state reports; and stay abreast of local and state fiscal issues.
- Review and process data, forms and reports; assist in developing monthly, quarterly, and annual reports; and assist in the coordination of Business Services data processing function.
- Work with external auditors to ensure efficient and responsive auditing of District accounts.
- Evaluate and recommend changes in the Business Office procedures to improve the effectiveness of customer service, accounting systems and other programs.
- Confer with other departments and governmental agencies regarding proposed or existing accounting programs or problems.
- Provide support in the selection process of new employees for the Business Office, and participate in coaching, motivating, and evaluating existing employees for performance improvement.
- Perform other related duties as may be assigned.

Minimum Qualifications

Education/Experience:

- Equivalent to graduation from college or university with a B.A. in Business Management, Accounting, or related with comparable work experience; and/or five years of supervisory or highly responsible technical level experience in one or more areas including accounting, finance, purchasing or contracts administration, payroll or a directly related field is required.
- Experience in a school district and at least one year at the lead, supervisory, or management level is highly desirable.
- Additional relevant education or training may supplement the work experience requirement on a year-to-year basis.

Knowledge of:

- Budgeting, accounting, fiscal and inventory control procedures and methods.
- Basic financial analysis, research and internal/external audit procedures.
- Legal provisions and requirements involved in the accounting school funds.
- Principles and practices of supervision
- Accounting computer systems, various software packages, including Word and Excel.

**La Habra City School District
Fiscal Services Supervisor
Page 2**

Ability to:

- Plan, schedule and process the flow of considerable volume of accounting functions in a timely manner; and assist in directing the accounting program of a school district.
- Prepare clear and concise financial reports; assemble and analyze financial data and make appropriate recommendations.
- Interpret laws, rules and regulations; and keep current on legislative actions and other legally-mandated administrative regulations.
- Work independently with little or no supervision/direction.
- Maintain confidentiality and discretion.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with district personnel and others.
- Operate a variety of office equipment; and work proficiently with spreadsheets, word processing and other office computer programs.

License: Must have and maintain a California Driver's License, have transportation and be insurable.

PHYSICAL REQUIREMENTS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions this accounting classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment

This position may involve the following: constant interruption and direct contact with the public and employees; a high volume of responsibilities that will require directing and/or supervising staff. Working in an office environment where the noise level is usually quiet; and handling multiple/variety of tasks simultaneously.

Physical Demands

The physical demands of this position include: ability to sit for extended periods of time; some walking and standing on various surfaces as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding 20 pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary; hearing and speaking ability sufficient to provide information via phone, intercom and personal contact is also needed. Specific vision abilities including close vision, depth perception and the ability to focus are required.

Salary Range: 6 on Supervisory Salary Schedule
Schedule: 1 (12 months)

PRESENTED TO THE BOARD: February 23, 2012
PRESENTED TO THE PERSONNEL COMMISSION: March 14, 2012 (1st Reading)