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## PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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**Song Chin-Bendib**  
Assistant Superintendent  
Business Services  
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February 19, 2021

### NOTICE OF A CONFIDENTIAL POSITION

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

**POSITION: Fiscal Officer**

8 hours a day  
Monday through Friday  
12-month work calendar

**DESCRIPTION:** Under the direction of the Assistant Superintendent for Business Services to perform professional, complex accounting work in the preparation, maintenance and analysis of district's expenditure and income budget, to include federal and state funded programs, Child Development, Cafeteria, Adult Education and Special funds and to do other related work as required. Performs research, compile, analyze and review complex and technical accounting data and records; and prepare and maintain comprehensive financial and statistical records and reports. Performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

**REQUIREMENTS:** Must meet minimum [Fiscal Officer job description](#) requirements located on our [website](#) under the Human Resources tab. A district written test will be required for this position. Test date to be determined.

**SALARY:** 1.0 FTE Placement on the [Confidential Salary Schedule](#) includes partially paid health, dental, and vision benefits

**EFFECTIVE:** July 1, 2021

**DEADLINE:** **Monday, March 15, 2021**

**APPLICATION:** Submit a complete application package on [EDJOIN](#):

**Pacific Grove Unified School District**  
Human Resource Department  
Billie Mankey, Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950.  
Phone: 831-646-6507; FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto:bmankey@pgusd.org)

A complete confidential application package includes a district classified application form, current résumé, and 3 (current within one year) letters of recommendation. Incomplete applications will not move forward.