

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: FISCAL OFFICER

DEFINITION: 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.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Prepare, analyze and monitor District budgets; assure compliance with guidelines, rules, regulations and procedures affecting fiscal and budgetary reporting
- Perform work within the Business Office including budget control records, disbursement of funds for materials, supplies and equipment, records of State and Federal Funds
- Establish, analyze and maintain accurate and auditable fiscal records for the District's categorical and restricted programs/funds
- Prepare, analyze, review and submit Budget Adoption, Interim Reports (including Multi-Year Projections), Unaudited Actuals and all related financial & statistical related reports
- Responsible for closing year-end books, and serve as liaison with the District independent auditors, and coordinate district & site staff with the auditors
- Train and instruct the personnel of the Business Office, school sites and other programs and operating departments in financial matters
- Develop and implement new procedures as needed, and see that the established procedures are carried out efficiently
- Serve as a resource to District personnel in the area of fiscal and budgetary policies and procedures; respond to questions and provide detailed instructions on requests for budget numbers, funding sources and proper procedures and policies for expenditure of funds; resolves issues as appropriate
- Make reports, and attend Board meetings upon request
- Carry out special financial or statistical research or analytical studies to assist the administration or the Board in the formulation of new policies and planning of new or revised programs
- Keep required records of expenditures and income, and balances of all appropriations
- Reconcile and maintain General Ledger, and responsible for all funds general ledgers including journal entries, cash and budget transfers
- Reconcile district fund balances, prepare journal entries as required, and check transmittal of district income to and expenditures assessed from the county office

<p>▪ POSITION TITLE: Fiscal Officer, Continued</p>

- Check all budget classification codes including compliance with the California School Accounting Manual (CSAM) on all purchase requisitions and secure necessary authorizations for the requisitions
- Prepare and compile state student attendance reports such as P1, P2, P Annual and/or J3 and J7 and others; interpret and explain new rules and regulations regarding attendance reporting
- Prepare required reports of income and expenditures/costs statements
- Prepare financial statements and other special reports as needed
- Maintain confidentiality
- Performs other related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Accounting and financial record keeping principles and procedures, especially as they pertain to government and school district accounting
- Standardized Account Code Structure (SACS) codes
- California School Accounting Manual (CSAM)
- Modern accounting methods
- Modern office practices, particularly as they apply to financial record keeping, including computer program use, financial database software and office machine skills

Ability to:

- Prepare clear and accurate financial statements and reports under direction of the Assistant Superintendent for Business Services and to analyze accounting data, including estimates, invoices and reports
- Perform specialized and complex work in control and monitoring of District budgets and fiscal records
- Make mathematical calculations with speed and accuracy
- Understand and carry out complex oral and written directions
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Develop and implement computer program applications to monitor and report District's financial status
- Work independently with little direction
- Maintain a valid driver's license

EDUCATION AND EXPERIENCE:

- Three years of complete charge accounting experience for a school district or large commercial business; OR
- Bachelor's Degree in accounting, business administration, or related field

POSITION TITLE: Fiscal Officer, Continued

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand.
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures

Adopted by the Board of Education January 13, 1994

Revised and Approved: August 24, 2006, February 18, 2021