

# **NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION**

## **FISCAL SERVICES MANAGER**

### **Purpose of the Job**

This position is responsible for the efficiency and accuracy of the fiscal operations for the district. The individual will be responsible for data processing and maintenance of accurate financial records in accordance with state and federal statutes, rules and regulations, as required and directed by the Office of State Superintendent of Public Instruction. The incumbent will work collaboratively with Human Resources, Payroll, Student Records, Business Office accountants, and building personnel with financial responsibilities to keep the district business processes working productively and efficiently. This position will evaluate all Business Office staff collaboratively with the Executive Director of Business, Finance, and Operations.

### **Essential Job Functions**

1. Ensure compliance with state and federal laws and regulations; work with state examiners during their annual audit of the district, and coordinate district accounting staff responses.
2. Interpret and administer accounting, budgeting, accounts payable, and cashiering policies.
3. Assist in the preparation of annual budgets; input budgetary data into the WSIPC system.
4. Generate monthly budget-status reports and payment of vouchers for the school board; prepare budget reports and fiscal information for principals and administrators as needed. Assist in the preparation of year-end financial statements.
5. Ensure accurate state and federal reports pertaining to the fiscal operations of the district.
6. Monitor financial transactions in all funds and ensure journal vouchers and budget changes are transacted.
7. Conduct financial analysis on all funds.
8. Provide training and staff development for district office and building-level employees with financial responsibilities.
9. Coordinate the receipt and disbursement of all district funds in accordance with applicable federal, state, and school district policies. Review and verify work for procedure compliance and accuracy; investigate discrepancies and correct errors.
10. Direct and reconcile the investment of school district funds with the county treasurer.
11. Provide direction, supervision and evaluation of the staff responsible for accounts payable, grants accounting, ASB accounting, general ledger, budgeting, and other related fiscal matters.
12. Recommend policies and procedures pertaining to fiscal compliance and provides training and support to district personnel related to fiscal matters.
13. Provide required data and analysis for collective bargaining, including:
  - a. discussions regarding all financial aspects of the collective bargaining processes (during pre-negotiations planning sessions, bargaining, and caucuses),
  - b. analysis of the impact of collective bargaining proposals on overall budget, and
  - c. development of long-range strategies for district efficiency and production.
14. Serve as the district audit liaison.
15. Evaluate all Business Office staff collaboratively with the Executive Director of Business, Finance, and Operations.
16. Other related duties as assigned.

**Qualifications:**

**Education & Experience:**

1. Bachelor's degree in business or related field required.
2. Five years of experience with Washington school district accounting desired. Similar equivalent experience and background may be considered.
3. Experience with the WSIPC fiscal system desired. For non-school district experience, experience with other Enterprise Resource Management systems will be required.
4. Experience in the preparation of state fiscal reports.
5. Successful experience in administering budget control; preparing monthly budget status reports.
6. Experience in the preparation of budgets and the ability to input budget data to the accounting system.
7. Experience in implementing new accounting procedures pursuant to requirements of collective bargaining agreements.
8. Experience in staff supervision required.

**Knowledge Skills & Abilities:**

9. Proficient in the use of a PC computer for school district's fiscal applications (spreadsheets and/or database software).
10. Knowledge of state provisions, procedures, requirements, and policies (RCWs and WACs).
11. Demonstrated ability to work effectively with other staff members and administrators to achieve school district objectives.

**Licenses, Certificates & Special Requirements:**

**Reporting Relationship:**

The incumbent works independently while reporting to, and receiving general guidance from the Executive Director of Business, Finance and Operations.

**Conditions of work:**

**Union Affiliation:**

NKCASA

**FLSA Status:**

exempt

**Salary Range:**

NKCASA

**Job History:**

Created: 7/1/01; Revised: 3/13/13, 2/19/19

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*