



FREMONT UNION HIGH SCHOOL DISTRICT

Position: Manager of Business Services

Work Year: 12 months (246 Days)

Summary of Basic Functions & Responsibilities

Under general direction of the Chief Business Officer/Associate Superintendent or designee, plans, organizes, supervises, and carries out specific functions of accounting and financial record keeping for assigned programs; provides direction to specified services units, such as benefits, central financial record keeping including revenue and expenditure reports; inventory control; to perform or supervise the conduct of special studies. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

The major functions and job responsibilities of the Manager of Business Services include the following:

- Develop, prepare, and control district budget and all interim reports for the bond and other funds as assigned by Supervisor, including programs such as, but not limited to: Cafeteria, Adult Education, technology, NCROP, and Silicon Valley JPA.
- Manage district financial accounting, compliance and reporting as it pertains to assigned programs.
- Supervise the administration and accounting of fringe benefit programs.
- Account for the district's income and expenses to meet the requirements established by the California School Accounting Manual (CSAM) and generally accepted accounting principles as established by the A.I.C.P.A.
- Monitor cash flow for assigned programs.
- Manage bond accounting software and ensure contracts/invoices/project data is kept up to date and accurate.
- Provide monthly financial updates for the bond and other assigned programs.
- Work with auditors to manage the independent audit for the bond and other assigned programs.
- Handle payment of district obligations accurately and expeditiously as they pertain to assigned funds.
- Compile and review all assigned work.
- Evaluate the performance of assigned business office staff.
- Handle the function of internal auditing of financial and non-financial materials of district information in regard to generally accepted accounting and auditing guidelines as it pertains to assigned funds.
- Audit and certify reports required by governmental agencies, i.e. annual financial, excess cost, project reimbursement, others as required.
- Audit and review of student body accounts.
- Develop and implement cost accounting theory.
- Perform special studies requested by management – time, cost, system, etc.
- Assist Director of Business Services to review and improve systems and procedures dealing with the effective utilization of personnel, office space, forms, supplies, and equipment.
- Supervise and monitor district wide attendance program , including compliance with state reporting and all state regulations
- Supervise and monitor district wide ASB program to insure compliance with state regulations
- Handle varied problems of all nature dealing with district fiscal activities.
- Attend staff, departmental, management, and other meetings as required.
- Coordinate activities with the schools and other departments in the district.
- Establish and maintain a cooperative and harmonious working relationship with those contacted in the course of work.
- Maintain accurate and consistent records.
- Provide timely and effective communication regarding incidents and/or situations that might impact the district office/schools to appropriate district personnel.

- Establish annual objectives deemed appropriate by the supervisor.
- Gather appropriate data in support of the status of Annual Objectives and Job Description elements.
- Other duties assigned by the supervisor

Qualifications

Knowledge and Abilities:

- Principles and methods of public and business administration and management;
- Principles, practices, and techniques of governmental and/or school accounting;
- Principles and practices of data processing, school budgetary preparation and control;
- Techniques of supervision, program budgeting on various equipment and programs used in modern record keeping.

Education:

- Desirable – B.A. or B.S. in Accounting, Business or public administration
- Desirable – CPA, M.A./M.S. or M.B.A.

Experience:

- Five (5), or more, years of accounting experience.
- Two (2) or more, years of supervisory experience desirable.
- Experience in presentations before School Boards, City Councils, and other governmental and private agencies desirable.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Personal Qualifications:

- Character; personality; social capability to relate effectively with staff and community; demonstrated ability to work with a variety of groups.
- Understand and work effectively with people from different cultures.