

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPERVISORY POSITION

JCN: 413
RANGE: 168
EXEMPT

FINANCIAL SERVICES SUPERVISOR - SAFE & HEALTHY KIDS

BASIC FUNCTION:

Under the direction of the Executive Director, Safe and Healthy Kids Department perform professional and highly complex program related finance duties involved in the development, maintenance and support of the Expanded Learning Program, Tobacco Use and Prevention Education, Nutrition Education and Obesity Prevention, State Physical Activity and Nutrition, System of Support for Expanded Learning, STEAM (Science, Technology, Engineering, Art and Math) Hub, Leadership, activities and events; provide consultation and/or technical assistance to program administration and staff, Local Education Agency (LEA) and other business staff as required; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise the Executive Director regarding the financial effects of proposed salary schedule adjustments or other elements of proposed collective bargaining agreements.
- Analyze Local Education Agency (LEA) general ledgers and other financial information for compliance with applicable grant requirements, laws and regulations, and in accordance with established limitations; identify opportunities for enhanced support of program needs; collaborate with district administrators and business staff regarding financial management in support of programs; monitor and analyze budgets on a regular and consistent basis; participate in inter-departmental program/fiscal intervention activities.
- Communicate with various county office departments, districts and outside organizations to resolve issues and conflicts and exchange information; consult with county office personnel regarding the financial status, grant funds and accounts; coordinate information with the California Department of Education (CDE) and other organizations to ensure effective and accurate accounting procedures.
- Perform professional and highly complex duties involved in the development, maintenance and support of financial management activities including, but not limited to, budget development, financial reporting, accounting, and auditing; evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed; assist with Expanded Learning fiscal policy and procedure development; ensure county office fiscal guidance to districts and LEA's is compliant with applicable grant laws, codes, rules, regulations, policies and procedures.
- Oversee the management and coordination of all fiscal reporting activities for the Safe and Healthy Kids Department; provide assistance and technical information regarding the Expanded Learning Program and other grant budget development, expenditure control, procedures and other related fiscal matters.
- Plan, organize, control and support the direction of operations and activities of the Safe and Healthy Kids Department with the Executive Director; direct and oversee the financial analysis and auditing functions assigned to the Safe and Healthy Kids Department Accountants and Accounting Technicians; coordinate financial activities involving multiple districts within Fresno County; monitor activities for fiscal compliance with established policies, rules and regulations; oversee data collection and preparation of federal and state financial reports and claims for various contracts and grants.
- Provide assistance and technical information to program administration within the Safe and Healthy Kids Department as required; participate in the development and

implementation of grant preparation, fiscal policies and procedures as assigned.

- Serve as a fiscal liaison between the County Superintendent and participating school districts, LEAs or other governmental agencies on behalf of the Safe & Health Kids Department.
- Train department fiscal staff to prepare budgets and interim reports, including multi-year financial projections, claims processing, and cash flows; implement year-end closing procedures; prepare budget revisions and journal entries, and a variety of other Expanded Learning accounting and finance activities.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or terminations.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent, Program Administration, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend events, meetings and conferences, and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting, budget planning and fiscal record management, storage and retrieval systems.
- Computer accounting systems, systems analysis techniques, spreadsheets, computer accounting and financial forecasting.
- Cost and general accounting, fiscal planning, and audit procedures.
- Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control and fiscal record management and reporting processes.
- Principles and practices of supervision and training.

- Principles, methods, practices, and procedures concerning LEA accounting and financial record management and reporting systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements
- and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Evaluate fiscal criteria and standards used in Budget analysis and make recommendations as needed.
- Meet schedules and timelines.
- Perform a variety of specialized and technical duties involved in the development, maintenance and support of LEA finance and accounting activities.
- Plan and organize work.
- Plan, organize and conduct in services, workshops and training seminars.
- Prepare comprehensive narrative and statistical reports.
- Prepare records and reports related to assigned activities.
- Provide assistance and technical information to the Director of Fiscal Student Services.
- Provide consultation and technical assistance to LEA personnel, accountants and others.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.
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EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Finance, Accounting or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience in school district accounting in preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control, claims processing, and financial and budget reports in a moderately large organization.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 08/25/2021