

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Fiscal Operations Manager
SALARY PLACEMENT:	Administrative Salary Schedule Rocklin Administrators Professional Association (RAPA)

SUMMARY:

This position is responsible for the performance of complex accounting work and financial record keeping tasks, supervises and coordinates the work of assigned business office staff and processes, prepares financial reports and assists in managing the budget. Accomplishes management responsibilities in accordance with the District's policies and applicable laws. Directly oversees, supervises and evaluates assigned confidential employees. In the areas of contracts and purchasing, accounts payables and receivables, ASB, cash flow, and management, as well as various budget areas and data processes, and performs other duties as assigned. Responsible for ensuring that all procedures for assigned areas are in compliance with Governing Board Policies and Administrative Regulations, Education Code, Public Contract Code, Labor Code, and Federal, State, and Local guidelines.

SUPERVISOR:

This position reports directly to the Deputy Superintendent of Business & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Supervise, train and evaluate the performance of assigned personnel.
2. Supervise accounting, budgeting and related reporting of State and Federal programs, ensuring accuracy, compliance and timely reporting.
3. Assist with all aspects of the budget process, including projections, analyses, updates and budgetary comparisons.
4. Assist in compiling and verifying various reports for submission to management, and to County, State and Federal offices.
5. Assist with closing of the District's books.
6. Plan, organize, control, and direct a variety of programs, projects, activities related to the purchasing and contracting functions of the District including the procurement of supplies, materials, equipment and services to ensure proper allocation of resources meet the needs of the District.
7. Coordinate the development of department and district procedure manuals and handbooks.
8. Perform duties independently and interpret and apply District policies, State and Federal Laws, and mandated requirements for specially funded programs.
9. Serve as a budget resource for District program managers, directors and site administrators.
10. Review the financial statements and monitor the accounting procedures for school site student body organizations.
11. Prepare end-of-year financial schedule for categorical programs.
12. Review and prepare contract documents, verifying conformance with legal standards, established guidelines, government regulations, legislation, and insurance and licensing requirements.
13. Initiate the bidding process, prepare public notices, evaluate vendors and bids to ensure compliance with District requirements.
14. Review purchasing transactions for compliance with laws and regulations.

15. Maintain centralized records for all agreements and amendments that will be subject to review by State or Federal agencies, or independent auditors.
16. Coordinate the District's fixed asset and inventory system and operations, managing fixed asset records and surplus property disposal.
17. Develop and implement efficient data management processes, optimizing workflows to enhance data accuracy, quality, and efficiency.
18. Leverage data management tools and techniques to enhance operational capabilities.
19. Perform other duties as assigned.

KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP)
- Governmental accounting theories, practice, procedures, and terminology and their applications to a variety of financial transactions and problems
- Principles of purchasing and inventory
- Principles of supervision
- Auditing policy, procedure and practice
- Public purchasing principles, practices, laws, rules, policies, and regulations (State, Federal, District)

ABILITY TO:

- Perform mathematical calculations with accuracy
- Perform complex accounting functions
- Plan, organize, and direct business operations
- Supervise, train, and evaluate the performance of assigned staff
- Maintain complete and accurate records
- Prepare accurate and timely reports
- Establish and maintain cooperative working relationships with subordinates, school administrators, and supervisor
- Communicate effectively in both oral and written form
- Read, interpret and apply State, Federal and District rules and regulations
- Review and interpret highly technical information, write technical materials
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports clearly and concisely
- Think outside the box and develop new methods or solutions to inspire others to reach a common goal

EDUCATION:

A degree from a four-year accredited college or university, preferably with a major in accounting, finance or business. Advanced study in accounting or finance and/or communications, technical writing, law or English preferred.

EXPERIENCE:

Five years of school District business office experience, including one year of supervisory and/or administrative experience in fiscal services.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: February 4, 2005

Revised: August 4, 2021

Revised: May 15, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education and Educational Services or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.