

TITLE: **Fiscal Manager**

QUALIFICATIONS:

- Education Specialist.
- A minimum of 10 years successful experience in teaching and school administration.
- Experience in school finance.
- A valid Administrative credential with Superintendent Endorsement.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Financial Specialist
 Maintenance Supervisor
 Transportation Supervisor
 Food Service Supervisor

JOB GOAL: To oversee the development and administration of the school district budget and to provide oversight of the food service, maintenance, and transportation departments. Assist the superintendent in the responsibility of classified personnel.

PERFORMANCE RESPONSIBILITIES:

- Attends Board meetings and prepares such reports for the Board as the superintendent may request.
- Serves as Treasurer to the Board.
- Coordinates with school district personnel to oversee the preparation, development, publication and distribution of the district budget as approved by the superintendent and the Board of Trustees. This includes: (1) Notify each county clerk by April 30 of each year of the date, time and location of the new fiscal year budget hearing as required by Idaho Code 63-8024. (2) Submit appropriate documents to each county clerk to certify tax levies no later than the Thursday before the second Monday in September in accordance with Idaho Code 63-803.
- Develop and implement reporting procedures and internal controls for the purpose of maintaining accurate records in compliance with established fiscal procedures.
- Reports on the status of district budget and finances at the request of the superintendent and/or Board.
- Plays a significant leadership role planning and in-service education for district classified staff.
- Confers with the superintendent, and district directors to on matters of concern.
- Communicates to the superintendent the requirements and needs of the district as perceived by classified staff members.
- Oversee and prepare state and federal reports and claims as required.
- Directs and oversees in the preparation of the annual audit of financial accounts and records by independent, certified public accountant selected by the Board, and periodic audits of various programs and grants by the State Department of Education.
- Administrator for security setup/assignments on the District financial software programs.
- Supervises inventory record keeping of school district property and fixed assets.
- Manages the district's property and liability insurance program, preparing renewal information, filing claims, etc.
- Assist in writing policy for approval by the Board on matters related to financial business of the District.
- Chairs the school district safety committee.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Other duties as assigned.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: The employment period shall be for twelve (12) months with vacations as specified in District Policy. Salary as determined by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

November 20, 2013
February 10, 2015
January 22, 2016