

WINSHIP-ROBBINS ELEMENTARY SCHOOL DISTRICT

17451 Pepper Street
Robbins, CA 95676
(530) 738-4386 FAX (530) 738-4291

FISCAL OFFICE MANAGER

JOB PROFILE: 8 hours a day, 5 days a week (Full Time) 7:30am-4:00pm (30 min lunch)

SALRAY: placement on salary schedule is based on years of experience

MAJOR DUTIES AND RESPONSIBILITIES:

- Working collaboratively with the school district administration, classified, and certificated staff
- Explaining administrative policies and procedures to the staff and public
- Composing, editing and preparing correspondence and reports
- Maintaining records of sick leave and vacation time
- Organizing and maintaining operational records and files
- Compiling and preparing statistical reports relating to personnel
- Back up-Issuing purchase orders for all purchases
- Back up to Paying all Superintendent/board-approved bills
- Preparing, submitting, and distribute payroll
- Manage invoices and deposits for Inspire School-North and Winship Community Charter school for oversight fees and uploading to EpiCenter
- Manage invoices and deposits for Winship Community Charter School for costs at Winship School site
- Depositing money and keeping records of all cash accounts-preschool
- Monthly CSPP fiscal reports
- Screening and routing mail
- Operating standard office machines, including computers and related software
- Receiving, recording and preparing school funds for banking and deposits and County Treasurer
- Maintaining financial accounts
- Providing illness and accident attention and first aid for students
- Managing school budgets under the direction of the Superintendent and the County of Superintendent of Schools Office
- Dealing with a wide variety of information on a confidential basis
- Other duties as assigned
- Certify ADA to County Office P1, P2, Annual
- Track ADA monthly
- Process and track REAP Application
- Maintain all Volunteer/Driving records
- Order flu shots for staff, students, and communities through TSCIG
- Process auditor requests
- Process Con App
- Employee Contract renewals
- Salary Schedule calculations
- Process all MAA data
- Apply for G5/SAM grants
- In charge of Robbins Newsletter
- Process all budget Transfers

July 2018

QUALIFICATIONS:

- Education equivalent to completion of high school or recognized equivalent or approval of Superintendent
- General knowledge of accounting systems and spreadsheets, including Excel
- Experience in operating a professional accounting and budget system and preparing annual budgets
- Have necessary personality characteristics to work effectively, helpful and pleasantly with elementary school staff, students, and parents
- Be willing to attend occasional inservice courses to improve and update bookkeeping, budgeting, and accounting skills
- Capability to work unsupervised