



Vallecitos School District

5211 Fifth Street • Rainbow, CA 92028 • (760) 728-7092

"A community school where we learn to achieve our dreams"

Board of Education

Ritsa Chanthabandith
Beatriz "Adriana" Cornejo
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Superintendent

Coordinator of Finance, Reporting, and Payroll Job Description

A. BASIC FUNCTION: Under the direction of the Superintendent, the Coordinator of Finance, Reporting, and Payroll is responsible for the District's fiscal management, financial planning, accounting, financial reporting, payroll administration, and fiscal compliance. This management position performs the districtwide financial and payroll responsibilities and works in coordination with the Coordinator of Business & Student Support Services / Director of Child Nutrition Services to ensure for successful District operations.

The Coordinator develops, implements, monitors, and evaluates the District's budgets, multiyear projections, cash flow, year-end closing, interim financial reports, state and federal fiscal reports, categorical program accounting, special education fiscal reporting, audits, and payroll systems. The position provides financial analysis and guidance to the Superintendent and Governing Board and ensures accurate, timely, and compliant fiscal operations.

The Coordinator works collaboratively with the Coordinator of Business & Student Support Services / Director of Child Nutrition Services. The Finance Coordinator initiates and codes purchase orders, verifies available budget authority, maintains banking and cash-flow records, and performs independent bank and general-ledger reconciliations. The Business Coordinator retains purchasing and procurement coordination, vendor relationships, invoice processing, and accounts payable.

B. DESIRED KNOWLEDGE AND SKILLS:

1. Bachelor's degree or equivalent combination of education and experience appropriate to the assignment, preferably emphasizing accounting, finance, public administration, or school business management.
2. Knowledge of California public school finance, accounting, the Standardized Account Code Structure (SACS), LCFF, governmental accounting, and district budget development.
3. Knowledge of state and federal fiscal reporting, categorical program compliance, grants, special education finance, and audit requirements.
4. Knowledge of public school payroll, employee compensation, retirement systems, payroll taxes, deductions, benefits, and labor agreements.
5. Ability to develop multiyear financial projections, cash-flow forecasts, fiscal analyses, and accurate financial reports.
6. Proficiency with financial information systems, spreadsheets, payroll systems, reconciliation procedures, internal controls, and financial records.
7. Strong communication, organization, confidentiality, analytical judgment, problem-solving, collaboration, and deadline-management skills.
8. Ability to gain employment in the United States.

C. DISTRICT BUDGET, FORECASTING, AND FINANCIAL MANAGEMENT DUTIES:

1. Prepare the annual proposed and adopted budgets, budget revisions, Estimated Actuals, and financial plans for all District funds and resources, including required SACS forms and Board adoption materials.

2. Develop and update multiyear projections, enrollment and attendance revenue assumptions, LCFF calculations, staffing cost projections, and long-term financial forecasts.
3. Prepare First and Second Interim Financial Reports, required AB 1200 fiscal certifications, multiyear projections, and any additional interim or budget updates required by the County Office of Education.
4. Analyze revenues, expenditures, fund balances, reserves, restricted resources, contributions, and financial trends; recommend corrective actions when necessary.
5. Administer District banking relationships, bank account records, authorized cash transfers subject to required approvals, deposits oversight, cash-flow projections, apportionments, receivables, and cash management; independently reconcile bank and county treasury records.
6. Provide the Superintendent, Governing Board, and program managers with financial information, fiscal impact analyses, and budget recommendations.
7. Prepare financial analyses and cost projections for staffing decisions, collective bargaining, employee benefits, contracts, and District initiatives.
8. Research revenue opportunities, fiscal strategies, and funding changes to support the District's long-term financial stability.

D. ACCOUNTING, GENERAL LEDGER, AND YEAR-END CLOSING:

1. Manage the District's general ledger, chart of accounts, financial account coding, purchase order initiation and entry, journal entries, transfers, reconciliations, accruals, and financial records; verify budget availability and route purchase orders for independent authorization.
2. Coordinate and complete fiscal year-end closing, including accounts payable and receivable accruals, prior-year adjustments, resource reconciliations, and closing entries.
3. Prepare and submit the District's Unaudited Actuals, supporting schedules, SACS forms, and related year-end financial reports.
4. Reconcile county financial system records with District records, identify posting or coding discrepancies, and coordinate corrections with the County Office of Education.
5. Monitor accounting for restricted and unrestricted resources, deferred revenues, liabilities, capital assets, and applicable fund balances.
6. Establish and maintain fiscal controls and records, including separation of purchase order entry, purchase authorization, invoice approval, accounts payable disbursement, and independent reconciliation; review exceptions and report concerns to the Superintendent.

E. STATE, FEDERAL, AND CATEGORICAL FISCAL REPORTING:

1. Prepare, review, and submit required state and federal financial reports, certifications, expenditure reports, and reimbursement claims for District programs.
2. Coordinate fiscal reporting through applicable systems, including CARS, SACS, CNIPS, and other state, federal, or county reporting platforms, as assigned.
3. Manage fiscal reporting and expenditure tracking for Title programs, federal grants, state categorical programs, and restricted funding sources.
4. Prepare and reconcile special education financial reports, maintenance-of-effort calculations, expenditure reports, and related fiscal documentation.
5. Monitor grant budgets, allocations, carryovers, allowable expenditures, reporting deadlines, and compliance with funding conditions.
6. Prepare LCAP financial information, including LCFF revenue estimates, budgeted and estimated actual expenditures, contributing actions and services, expenditure reconciliations, and fiscal components of the LCAP annual update; coordinate with educational leadership on program content.
7. Coordinate with program administrators to verify expenditures, funding classifications, financial documentation, and required fiscal submissions.

F. PAYROLL AND EMPLOYEE COMPENSATION:

1. Coordinate and administer all certificated, classified, management, substitute, and supplemental payroll functions for the District.
2. Review payroll calendars, time reporting, leave records, timesheets, extra-duty compensation, salary placements, and payroll changes for accuracy and timeliness.
3. Calculate or verify salaries, stipends, overtime, deductions, employer contributions, benefits, payroll taxes, and other compensation-related transactions.
4. Coordinate payroll processing, corrections, reconciliations, and required submissions with the County Office of Education and applicable payroll systems.
5. Prepare, validate, submit, and reconcile CalSTRS and CalPERS retirement reports and employer and employee contributions; resolve rejected records, service credit and membership issues, reporting corrections, and prior-period adjustments with the County Office and retirement systems.
6. Maintain confidential payroll records and complete payroll-related year-end reconciliations, W-2 and tax reporting coordination, quarterly and annual payroll reports, and employee compensation reporting.
7. Collaborate with the Coordinator of Business & Student Support Services / Director of Child Nutrition Services and the Superintendent on personnel actions affecting payroll, benefits, employment status, and labor agreement implementation.
8. Respond to employee payroll inquiries and resolve discrepancies; reconcile payroll registers, salary and benefit expenditures, liabilities, deductions, and retirement contributions to the general ledger.

G. AUDIT, INTERNAL CONTROLS, AND FISCAL COMPLIANCE:

1. Coordinate the annual independent financial audit, audit schedules, supporting records, auditor requests, findings, and corrective action plans.
2. Monitor compliance with applicable Education Code, Government Code, state and federal fiscal regulations, grant requirements, and District financial policies.
3. Develop, implement, and evaluate accounting controls, payroll controls, reconciliations, fiscal procedures, and segregation-of-duties safeguards appropriate to a small district.
4. Coordinate fiscal components of compliance reviews, program monitoring, and external financial inquiries.
5. Maintain documentation and retention practices necessary to support financial transparency, audit readiness, and accountability.
6. Maintain a comprehensive calendar of fiscal submissions, budget adoption and interim deadlines, audit requirements, grant expenditure reporting, and financial disclosures; provide timely status updates to the Superintendent and Business Coordinator.
7. Coordinate financial portions of mandated reports and filings, including state and federal categorical programs, facilities funding, special education, and required fiscal certifications; verify submission receipts and retain evidence of completion.

H. FISCAL COORDINATION AND DISTRICT LEADERSHIP:

1. Serve as the District's principal technical resource for financial reporting, payroll, budgeting, accounting, and fiscal planning.
2. Coordinate with the Business Coordinator on purchasing requests, procurement documentation, vendor records, invoice processing and accounts payable; maintain purchase order entries and encumbrances and independently reconcile transactions without assuming accounts payable processing or vendor management.

3. Provide financial oversight and reporting support for Child Nutrition, student support services, facilities, transportation, and other District programs without duplicating their assigned operational management.
4. Prepare fiscal Board agenda items, financial reports, budget resolutions, fiscal hearing materials, and financial presentations and deliver them by established deadlines to the Business Coordinator for assembly and lawful posting of the Board agenda.
5. Represent the District in fiscal meetings, trainings, audits, and coordination with the San Diego County Office of Education and governmental agencies.
6. Support the Superintendent in negotiations, financial planning, contract review, risk assessment, and special fiscal projects.
7. Provide technical guidance and training to employees on budgets, payroll documentation, financial procedures, and fiscal compliance.
8. Perform other related fiscal, accounting, reporting, and payroll duties consistent with the overall purpose of the position.

I. LICENSES AND CERTIFICATIONS: 1. Valid California Driver's License.

J. CONTACTS: Contact with District staff, administration, Governing Board, employees, bargaining representatives, auditors, vendors, financial institutions, the County Office of Education, governmental agencies, program partners, and the public.

K. CLASSIFICATION: Classified Management

L. REPORTS TO: Superintendent

M. EVALUATION: Performance of this position will be evaluated annually by the Superintendent.

N. SALARY SCHEDULE: Plan 022 / Grade 001 (\$82,851.95 - \$114,686.48 annually; \$6,904.33 - \$9,557.21 monthly), Classified Management, effective 10/13/2026.

O. WORK YEAR AND HOURS: 12-month, full-time position (8 hours per day).