LOS ANGELES UNIFIED SCHOOL DISTRICT

Job Title: Senior School Bookkeeper (Senior Financial Manager)

Salary: $30.10 to $37.17 an hour

*Job is subject to close

* All applicants must apply on the LAUSD Talent Acquisition and Selection Branch website to be officially considered

* Official title is “Senior Financial Manager”

ABOUT THE COMPANY:

We are Los Angeles Unified School District. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD.

ABOUT THE ROLE:

LAUSD is looking for financial professionals who consider themselves to be detailed oriented when to comes to maintaining and monitoring financial records. If that sounds like you then we would encourage you to come apply to our Senior Financial Manager opportunity! As a Senior Financial Manager you will be responsible for the financial functions of a student body finance office in a senior high school where work difficulty is increased by greater responsibility for the athletic, recreational, and social activities and by more elaborate graduation activities than take place in a middle school.

A Senior Financial Manager typically:

- Operates the financial program of the student body in accordance with Board of Education policies and procedures.
- Technically supervises clerical employees and/or student helpers who assist in operating the student store.
- Supervises the function and participates in the operation of the student body finance office, the student store, and the confection and healthy food sales programs, including ordering, selling, displaying, and inventorying.

For more details and immediate consideration, please apply at

www.LAUSDjobs.org
Los Angeles Unified School District

- Establishes and maintains accounting procedures related to financial aspects of student activities, such as activity cards, paid admissions, school publications, student organization collections, and class and office sales accounts.
- Accounts for all cash collections at the school, and banks such collections or prepares them for pickup.
- Prepares and signs checks to pay student body obligations and presents checks for countersigning.
- Prepares student body financial statements.
- Interprets regulations governing student body financial policies, the Imprest Account, and tax changes; and acts as financial advisor to the student council and principal on student body matters.
- Prepares the annual student body budget and maintains budget controls.
- Maintains payroll records for student body employees and prepares and transmits required reports, including mandated State and federal tax reports.
- Annually inventories all equipment owned by the student body.

Qualifications:

Education:
- Graduation from a recognized college or university, including or supplemented by the successful completion of college-level courses in introductory principles of financial accounting, managerial accounting, or equivalent.
- Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that the requirement of college-level courses in introductory principles of financial accounting, managerial accounting or equivalent is met.

Experience:
- One year of experience as a Financial Manager; or two years of professional accounting, bookkeeping, or technical-clerical accounting experience; or two years of experience as an adult assistant employee in a student body finance office

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BENEFITS:

Insurance:
- Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement:
- Membership in the California Public Employee Retirement System (CalPERS).

Vacation:
- Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays:
- Up to 13 days.

HOW TO APPLY:

- Visit https://lausdjobs.org/ or www.lausdjobs.org
- Click on “Apply Now” and then click “I am a Prospective Employee”
- Find the role and click on “Apply” once you have accessed it to create a profile /submit all required documents

Questions?
If you should have any application questions/issues, please reach out to our help desk at 213-241-3455 and/or email them at helpmeapply@lausd.net

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