



WE INVEST IN EXPERIENCE TO ENSURE QUALITY EDUCATION FOR OUR STUDENTS

EMPLOYMENT OPPORTUNITIES

MORENO VALLEY UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES : 25634 Alessandro Boulevard, Moreno Valley, California 92553
PHONE: (951) 571-7500, ext. 17322 WEBSITE: www.mvUSD.net

ALL APPLICATIONS MUST BE SUBMITTED THROUGH EDJOIN.ORG

CLASSIFIED MANAGEMENT VACANCY

APPLICATION PROCEDURE

**APPLY ONLINE AT:
EDJOIN.ORG**

The following items are required
by the application deadline:

- A completed **EDJOIN** online classified management application
- Letter of Introduction
- Resume
- Three (3) current letters of recommendation signed and dated within the last three years. Must be signed - **NO ELECTRONIC SIGNATURES**
- Proof of education via transcripts or diploma

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EDJOIN.ORG**

Submit To:
Dr. Robert Verdi, Ed. E.
Chief Human
Resources Officer
Human Resources
25634 Alessandro Blvd.
Moreno Valley, CA 92553

Non-Discrimination Policy

Moreno Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Scouting of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Dr. Khaleelah Lewis-Wilkins
klewis@mvusd.net
Title II/ADA Coordinator
Omar Marquez
omarquez1@mvusd.net
Section 504 Coordinator
Philip Peeples
ppeeples@mvusd.net

Moreno Valley Unified School District
25634 Alessandro Blvd.
Moreno Valley, CA 92553
Phone: 951-571-7500

Business Services Supervisor III

Application Deadline: August 27, 2026
Salary Range: \$105,026 - \$127,656
Workdays: 260 days
Fringe Benefits: Medical, Dental, and Employee Life Insurance
Retirement: Effective January 1, 2013, all new classified managers pay their own PERS.
FINGERPRINTING

Position Definition

Under the direction of the Director of Business Services and/or the Assistant Director of Business Services, plan, organize, supervise, and participate in the district's accounting operations and related fiscal functions. Provide leadership and oversight of accounting processes including accounts payable, accounts receivable, general ledger, financial reporting, cash management, budget support, and internal controls. Coordinate payroll-related accounting activities and provide backup support to payroll as needed to maintain accurate financial reporting and continuity of operations. Supervise assigned staff and perform other related work as may be required.

Responsibilities

- Coordinate the development, monitoring, and analysis of the District budget under the guidance of the Director of Business Services and/or the Assistant Director of Business Services
- Analyze fiscal and financial data (e.g. journals, general ledgers of financial transactions, reports, data, etc.) to determine accuracy of fiscal and financial records within established parameters
- Prepare and update cash flow projections
- Assist with providing technical assistance and internal audit of Associated Student Body (ASB) programs
- Oversee financial accrual process and reconciliation
- Audit financial records to ensure operations are adhering to accounting and purchasing standards and practices
- Oversee the preparation and distribution of expenditure reports, warrants, journal entries, fund transfers, and financial reports
- Assist in preparing presentations, workshops and trainings
- Supervise the billing process for services provided by the Moreno Valley Unified School District to ensure allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed
- Supervise staff, develop work assignments and complete employee evaluations
- Perform research and special project assignments related to negotiations, contract or other confidential personnel matters related to the budget process
- Work with independent auditors contracted with the District in the performance of annual and special audits
- Possess and utilize effective decision-making, problem solving and conflict management skills
- Develop, implement, and maintain accounting procedures, internal controls, and process improvements
- Coordinate payroll-related accounting activities, including reconciliation of salary and benefit expenditures, and provide backup support to payroll during absences, peak workload periods, system implementations, and year-end activities, as assigned
- Provide technical assistance and training to District departments and school sites regarding accounting and related Business Services procedures
- Assist with system implementations, software upgrades, testing, and process improvements within Business Services
- Collaborates and coordinates with various departments and agencies
- Performs related work as may be required

Minimum Qualifications

Knowledge of: Governmental accounting principles and school district finance. Accounts payable, accounts receivable, ASB accounting, general ledger, budgeting, cash management, financial reporting, and internal controls. General principles of payroll accounting, salary and benefit reconciliation, and related financial reporting requirements. Excellent knowledge of account classification and accounting entries (SACS knowledge highly desirable). Knowledge and ability to perform complex statistical and arithmetic calculations.



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Business Services Supervisor III

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Knowledge of: Developing and preparing financial reports and record keeping. Computer assisted systems, analysis techniques and financial forecasting programs. Correct English usage, spelling, grammar and punctuation, basic arithmetic, letter, and report writing. Principles of supervision. District policies, procedures, and collective bargaining agreement procedures. Operation of calculators, computers, and other standard office equipment. Computer systems and business software, ability with spreadsheets such as Excel.

Ability to: Learn and utilize new and current technologies. Perform complex accounting functions. Prepare and review financial statements and related summaries and reports. Understand, interpret, and apply principles, laws and procedures involved in bookkeeping and auditing functions. Independently perform highly responsible and technical accounting, auditing and fiscal record management and reporting functions. Train and provide clear direction to other staff. Work under pressure, meet deadlines, and establish priorities. Operate standard office machines. Understand and carry out oral and written directions. Communicate effectively in written and oral form. Establish and maintain effective working relationships. Analyze data and draw logical conclusions. Work with others under a wide variety of circumstances with flexibility. Coordinate payroll-related accounting activities and provide limited backup support to payroll operations as assigned. Develop and implement efficient business procedures and internal controls. Interpret and apply applicable laws, regulations, Board policies, and collective bargaining agreements.

Education and Experience

A Bachelor's degree from an accredited institution with a major in accounting or business administration. Minimum of four (4) years of responsible accounting experience involving bookkeeping, account records, financial processes and reporting with responsibility for general ledgers, special funds, and governmental reports. Two (2) years in a responsible accounting position within a public school district or county office of education or comparable private or government agency is desired. One year in a supervisory capacity is preferred.

License and Certificates:

• Possession of a valid California Driver's License and driving record insurable to District standards.

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