

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, FISCAL SERVICES

DEFINITION

Under general direction, to direct, supervise, plan, and coordinate the activities and operations of the Business Services Department within the Business Services Division. Related activities include the development, preparation, review, analysis and maintenance of the County Office of Education budgets, funds and accounts; manage the preparation of official financial statements, reports and auditing functions; supervise and evaluate the performance of assigned staff; work with District Staff performing technical assistance and trainings; to coordinate assigned activities with other departments, outside agencies, and the general public; and to provide responsible and complex support to the Deputy Superintendent of Business and to the Senior Director, Fiscal Services.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, manage and participate in internal operations and activities including the development, preparation, review, analysis, maintenance and adjustment of the County Office budget, funds and accounts.

Establish and maintain fiscal timelines and priorities; assure County Office financial activity complies with established laws, codes, regulations, policies and procedures.

Prepare, coordinate and manage the preparation of official financial statements and reports including the annual budget, annual audit and interim reports.

Coordinate and participate in financial record keeping, accounts payable reporting and auditing functions to assure accurate and timely accounting and reporting of County Office funds and budgets.

Provide consultation, guidance and technical expertise to COE administrators and personnel concerning fiscal and budgetary operations and functions; respond to and resolve difficult and sensitive inquiries, problems and complaints.

Provide staff assistance to the Deputy Superintendent of Business; prepare and present staff reports and other necessary correspondence.

Supervise and evaluate the performance of assigned personnel.

Develop and conduct workshops and provide in-service training for County Office personnel.

Comply with the Santa Cruz County Office of Education's Board policies and administrative regulations.

Plan, organize, and review computerized financial system; update financial system with new policies, rules, and procedures.

Attend and participate in professional group meetings; maintain current knowledge of laws, codes, rules, and regulations related to accounting, budgetary functions and financial management.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Prepare and present staff reports and other necessary correspondence; prepare various reports on operations and activities.

Direct and perform technical accounting work in the preparation and submission of local, state and federal financial reports.

Assist the Senior Director, Fiscal Services and staff with technical accounting work and, as needed, provide technical assistance in budget development and other tasks for school districts.

Supervise, and prepare as needed, the calculation of Local Control Funding Formula Funding for the COE and school districts, as needed.

Supervise the collection of developers' fees for school districts.

Attend Board and Management meetings as required; attend and report at Cabinet meetings as needed.

Serve as member of Management Team in collective bargaining with employees as required.

Respond to and resolve difficult and sensitive inquiries and complaints.

Analyze and advise COE personnel on financial impacts of new or continuing revenues as it affects departmental budgets.

Assist, review, and monitor departmental annual budgets, fiscal reports, budget activity, proper expenditure coding, document preparation, and other accounting related activities for accuracy and completeness.

Maintain and audit departmental funds and accounts.

Prepare, coordinate and manage preparation of a variety of financial, statistical, and budgetary statements and reports including monthly financial statements, budget transfers, cost studies, cash flow analyses, and revenue and expenditure projections; analyze and reconcile financial statements.

Assume fiscal management responsibility for a variety of special projects; oversee and participate in the preparation of financial reports to comply with state, federal, and special project requirements.

Manage, compute, review, and update salary projections for management input into the budgetary process.

Coordinate and/or participate with the Senior Director, Fiscal Services on the following duties, as needed:

Coordinate the organization, staffing, and operational activities for the Business Services Department including budgets, payroll, taxes, retirement, vendor payments, general accounting, and financial reports functions.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Business_Services Department; identify resource needs; recommend and implement policies and procedures.

Coordinate and/or participate with the Senior Director, Fiscal Services on the following duties, as needed, (continued):

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for the Business Services Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Business Services Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other departments and outside agencies and organizations.

Assist the Senior Director, Fiscal Services and staff, as needed, with the review of school district budgets, interim reports and collective bargaining agreements, in accordance with AB 1200.

Assist the Deputy Superintendent and the Senior Director, Fiscal Services as needed, with the selection of employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines. Train and motivate assigned personnel; provide or coordinate staff training; work the Senior Director, Fiscal Services as needed with employees to correct deficiencies, implement discipline and termination procedures.

Conduct a variety of investigations, organizational and operational studies; recommend modifications to Business Services Department programs, policies, and procedures as appropriate.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of accounting and finance.

Principles of budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations pertaining to school financial and fiscal record keeping and reporting.

Application of information technology concepts to business management and accounting practices.

Methods and techniques of research, analysis, and report preparation.

Knowledge of (continued):

Modern office practices, methods, and computer equipment.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Select, supervise, train, and evaluate staff.

Prepare and administer budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Provide administrative and professional leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Ensure County Office's and school districts' compliance with laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, financial management or a related field.

Experience:

Four years of increasing management responsibilities in accounting and business administration, including supervisory experience. Experience in a school district or county office of education is required.

License or Certificate:

Possession of and ability to maintain the requirements for a valid California driver's license issued by the state Department of Motor Vehicles, and to be insurable.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Approval Date: January, 1994.

Revised: July 18, 2006 (*Formerly Titled: Manager, Fiscal Services*)

Revised: June, 2018