

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MANAGER, INTERNAL BUSINESS SERVICES

DEFINITION

Under general direction of the Director of Fiscal Services, plan, organize, and coordinate the internal accounting operations and activities including 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.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

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.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines.

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

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

As needed, attend and report at Board of Education, cabinet, and management meetings.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

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

Translate and interpret expenditures according to the Standard Account Code Structure (SACS) rules and regulations.

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

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

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 of 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of accounting and finance.

Principles of financial analysis and research procedures.

Audit principles and techniques.

Knowledge of (continued):

Principles and practices used in government and accounting, auditing, and budgeting.

Pertinent laws, rules, and policies affecting payroll and fringe benefits.

Principles and practices of supervision and training.

Skill and Ability to:

Analyze financial and payroll problems; prepare reports, and develop records and procedures.

Communicate effectively in the English language, both orally and in writing.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Provide 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.

Supervise and evaluate the performance of assigned personnel.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Work independently with little direction.

EDUCATION AND EXPERIENCE

Any combination equivalent to experiences and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to graduation from college in business administration, accounting, or a closely related field, or college course work in business administration or accounting supplemented by six years of experience.

Experience:

Experience in accounting, public financial management, or a closely related field.

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 essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June 19, 2012