

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, DISTRICT BUSINESS SERVICES

SALARY RANGE: 25

BASIC FUNCTION:

Under the direction of the assigned supervisor, organize and direct operations and activities related to the budgeting, reporting and auditing of school districts within the County and related financial and accounting practices; coordinate operations, communications and information to assure smooth, effective and accurate financial activities; advise school district officials and district employees on legal provisions relating to school financial matters; supervise, train and evaluate the performance of assigned staff. Lead and manages the Financial Systems Fiscal User Group meetings and activities. Oversee and coordinate financial system fiscal user training and support. Participate as a member of the Agency's charter and Local Control Accountability Plan (LCAP) Committee. Provide fiscal review guidance and support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and coordinate financial services to school districts, including commercial warrant audits, data control procedures, documentation and deposit of State apportionments, computation of revenue limits, review and certification of attendance, financial and other cost data, and support development and maintenance of the financial accounting system; evaluate district fiscal condition for solvency and conduct special studies as needed.

Coordinate operations, communications and information to assure smooth, effective and accurate financial activities; assure school district budget and accounting activities comply with established State and federal laws, codes, rules, policies, and regulations; participate in the development and implementation of fiscal systems and procedures.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Assist the Director in the review and analysis of district budgets, interim reports and fiscal procedures.

Prepare revenue limit Local Control Funding Formula (LCFF) and LCAP calculations and calculate tax and interest distribution to districts.

Review/Cost out collective bargaining disclosures.

Lead and manages the Financial Systems Fiscal User Group meetings and activities. Oversee and coordinate financial system fiscal user training and support.

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Oversee the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to assigned duties; prepare multi-year projections for school districts; assure mandated reports are completed and submitted to appropriate local, State or federal agency according to established time lines; prepare procedural manuals and informational bulletins.

Participates as a member of the Agency's charter and LCAP Committee.

Provides fiscal review guidance and support.

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities including program cost accounting, revenue limit/attendance; develop, implement and monitor accounting systems for a variety of financial functions and oversee the business activities of the County-wide data processing system; recommend, plan and implement changes to the financial software system to support on-going district needs and State reporting requirements.

Coordinate the closing of District books and 1099's for districts and the County Office.

Serve as technical advisor for the California Department of Education, County Offices and Districts; maintain close liaison with the Department of Education, Office of Public School Construction, County Controller, Assessor/Auditor and Treasurer and the Community College data center in matters related to school district and COE finances.

Communicate with other administrators, personnel, governmental agencies, outside organizations and the public to coordinate activities and programs, resolve issues and conflicts and exchange information.

Provide training and assistance to school district in the use of State software.

Participate in the development and preparation of the annual preliminary District Fiscal Services budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Maintain current knowledge of legislation, federal and State law changes; attend conferences and State agencies meetings and related workshops; advise personnel of new legislation and new procedures and provide training as needed.

Oversee the close of financial information for districts for fiscal year-end.

OTHER DUTIES:

Assist district auditors in the review of district financial reports.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable provisions of the Education Code and California Schools Accounting Manual relating to school district business operations.

School finance and accounting standards and regulations.

Generally accepted accounting and auditing principles, practices and procedures.

Financial and statistical analysis and projection techniques.

State and federal standards and requirements pertaining to school district accounting and budget functions.

Budget analysis, preparation and control.

Financial and statistical record-keeping techniques.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct operations and activities related to the budgeting, reporting and auditing of school districts within the County and related financial and accounting practices.

Coordinate operations, communications and information to assure smooth, effective and accurate financial activities.

Participate in the development and implementation of fiscal systems and procedures.

Recommend revisions to budgets to meet requirements and review information with appropriate personnel.

Analyze complex financial systems and accounting applications software.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in finance, accounting or related field and three years increasingly responsible accounting and budgetary experience at the level of a District Fiscal Advisor.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting for extended periods of time.