

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR, BUSINESS SERVICES**

**RANGE: 35**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Business Services, plan, organize, control and direct operations and activities of Internal and External District Business Services; including accounts payable, payroll, and accounting activities; budget development and monitoring and State reporting; assure compliance with established policies, procedures, rules and regulations; risk management activities; coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities; direct and participate in the development and implementation of policies and operating procedures; and supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct operations and activities of District Internal and External Business Services; oversee and participate in finance activities including developing fiscal policies for Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate Department activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, Districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Conduct financial analysis for negotiations and project costs. Provide consultation and technical expertise to the Associate Superintendent, in providing technical expertise to administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Oversee and approve County Office and District record and report preparation and maintenance; coordinate certification of school district revenue limits, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

**July 2014**

Direct and oversee Charter appeal process; coordinate Charter Committee meetings; develop Charter Committee reports, including recommendations to the Board of Education; assure Charter the appeal process complies with the laws, rules and regulations; conduct annual reviews and visits of County-authorized Charters; other Charter activities as required.

Provide technical expertise, information and assistance to the Associate Superintendent regarding District budgets and financial and accounting activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Associate Superintendent of unusual trends or problems and recommend appropriate corrective action.

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Conduct risk management activities including reviewing reports and following-up with third party administrators and County Counsel; serve on related Boards.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required.

Develop and prepare the annual preliminary budget for Business Services coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to Districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Develop and prepare the annual preliminary budget for District Business Services; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee and participate in the Medi-Cal Administrative Activities (MAA) program for Region IV.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; serve on assigned committees.

**OTHER DUTIES:**

Provide for annual audit; participate in audit firm selection for educational agencies in the County.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of operations and activities of District Business Services.

Budget administration, preparation and control.

Financial analysis and projection techniques.

Risk Management.

State and federal financial reporting requirements.

Applicable County Office of Education, California Schools Accounting Manual and other applicable laws, codes and regulations.

Payroll processing and reporting including STRS/PERS reporting.

Generally accepted accounting and auditing principles, practices and procedures.

Accounting, budget and business functions of a County Office of Education and school districts.

Financial and statistical record-keeping techniques.

Principles and practices of administration, supervision and training.

Applicable laws, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

**ABILITY TO:**

Plan, organize, control and direct operations and activities of District Business Services including complex programs for finance, payroll and statistical records and reports.

Coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities.

Direct and participate in the development and implementation of policies and operating procedures.

Supervise and evaluate the performance of assigned personnel.

Compile financial and attendance data and prepare related reports.

Analyze financial data and prepare forecasts and recommendations.

Communicate effectively both orally and in writing.  
Serve as liaison to County Office personnel, Districts and outside agencies as needed.  
Develop training activities, manuals and policies and assist departments with implementation.  
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.  
Prepare effective oral presentations.  
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.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree required (master's degree preferred) in business administration, education, finance, accounting or related field and five years increasingly responsible experience including budget development and financial analysis in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.