

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: DIRECTOR - BUSINESS SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, provide business and administrative support services to County Office internal programs and school districts in areas relating to accounting, auditing, budget development and review, data processing, financial accounting and reporting.

### **REPRESENTATIVE DUTIES:**

Provide business and administrative support services to County Office internal programs and school districts. **E**

Direct the accounting, auditing, data processing, budget development, and financial accounting and reporting for programs. **E**

Oversee the budget review and analysis of County Office programs to assure fiscal solvency as mandated by AB1200. **E**

Oversee the development and maintenance of district systems and procedures for preparation and adoption of program budgets and budget revisions; provide budget review and analysis of districts by comparison to specific criteria and by monitoring program operations to assure fiscal solvency as mandated by AB1200, Fiscal Accountability Legislation. **E**

Direct, coordinate and administer the year-end closing process and compilation of fiscal year financial statements; prepare related report check-lists and calendars. **E**

Supervise accounting and auditing services including revenue deposits, production of vendor and payroll warrants, processing adjusting journal entries, and compliance with the Generally Accepted Accounting Principles (GAAP), California School Accounting Manual (CSAM) and the Standardized Account Code Structure (SACS). **E**

Assist with planning and coordinating business and regional meetings and training programs. **E**

Attend a variety of meetings and make presentations as assigned. Provide fiscal data to the negotiating team, and serve as a resource concerning terms and conditions of employment for unrepresented employees as requested by the Superintendent. **E**

Supervise the development and maintenance of an integrated on-line accounting, budget and personnel data processing system and a communication network for remote data processing users. **E**

Assist in developing long-range plans and strategies for system design and implementation, and hardware/software selection, acquisition, and installation. **E**

Evaluate the performance of assigned personnel; interview and recommend employment of qualified personnel; recommend transfers, reassignment, disciplinary actions and terminations. **E**

Supervise production and maintenance of various reports such as attendance, retirement, payroll taxes, revenue taxes, revenue limits, financial statements, program costs, transportation, insurance, 1099's and W-2's. **E**

Generate and distribute Federal, State and local documents, reports and other information in software and hard copy formats. **E**

Provide support services to the Superintendent and Board, attend Board meetings; assist in promoting appropriate communications. **E**

Serve as a member of the Superintendent's Administrative Leadership Team (SALT) and participate in the development and implementation the County Office Strategic Plan. **E**

Maintain up to date knowledge of current and pending legislation related to assigned activities; research, train and implement Federal and State required accounting changes; serve as the County Office liaison between the County Office and the Department of Education related to fiscal guidelines and changes. **E**

Provide comprehensive resource, advisory and liaison services to establish and maintain cooperative relationships between the County Office and the districts, county, Federal and State agencies, and others. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques of office administration, strategic planning, policies and procedures and management practices and principles

Principles and techniques of accounting and auditing, budget development and review, data processing, financial accounting and reporting services

Applicable sections of the Education Code, SACS, CSAM, GAAP, and Federal, State and local laws relating to California county offices of education and school districts

Interpersonal skills using tact, patience and courtesy

Record-keeping techniques

County Office organization, operations, policies, procedures, goals, and objectives

Principles and practices of administration, supervision and training

Public speaking techniques

Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

- Plan, coordinate and implement office management and business services functions on behalf of the County Office and school districts
- Communicate effectively both orally and in writing
- Prepare clear and accurate financial reports
- Plan and coordinate orientation sessions, regional meetings and training programs
- Apply and use spreadsheet and word processing programs
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and timelines
- Train, supervise and evaluate personnel
- Lift and carry objects weighing up to 25 pounds
- Operate a computer to complete reports and maintain data
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting or related field and five years experience in school accounting; or
- Associate degree in accounting or related field and seven years experience in school accounting; or
- ten years increasingly responsible related school accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office
- Constant interruptions

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information and make presentations
- Seeing to read and prepare a variety of document and reports
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Bending at waist, kneeling and squatting
- Lifting, pushing, pulling and carrying objects weighing up to 25 pounds
- Driving a vehicle to conduct work

**HAZARDS:**

- Potential for contact with blood-borne pathogens and communicable diseases
- Potential for confrontation with dissatisfied persons

**Employee Group:** Management – Classified

**FLSA Status:** Exempt

**Salary Schedule:** 620

**Approval Date:** July 2020