

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Manager, Financial Services

DEFINITION

Under general direction, plans, coordinates, and supervises the organization's internal fiscal operation including development of the budget, development and implementation of budgetary control procedures; general accounting, payroll, accounts receivable and accounts payable; collection and reporting of financial data; and performs other tasks as required.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Business Services

SUPERVISION OVER

Technical and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Plans, organizes, and supervises budgeting, accounting, and employee compensation functions in accordance with prescribed policies and procedures; reviews and applies relevant laws, regulations, and legal opinions. Reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of programs budgets as dictated by changing circumstances; establishes revenue and expenditure accounts in accordance with established procedures and implements required controls; prepares or delegates preparation of accounting entries, reconciliations, and trial balances; prepares or reviews and approves payroll/benefits, financial transactions, claims for reimbursement and reports; prepares the annual County School Service Fund budgets and related financial reports; coordinates financial audits and implements recommendations; selects, trains, supervises, and evaluates technical and clerical staff.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education and experience equivalent to the completion of an advanced accounting curriculum including increasingly responsible in-depth experience in accounting, budgetary analysis, employee compensation and office management with demonstrated success in a supervisory role in business administration.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures and of general business procedures and their applications to governmental funds; knowledge and ability to supervise the activities of a highly technical staff; ability to deal effectively with the very broad range of people (professional, technical, and lay persons) and equally broad subject areas; skill to manage or participate in technical and administrative decision making and problem solving and make appropriate recommendations; knowledge and ability to prepare clear and concise technical reports and recommendations, both orally and written; skill to develop and maintain effective communication systems for receiving and disseminating information appropriate to the financial operation of the County School Service Fund; skill to analyze methods and procedures accurately and logically, and recommend and implement changes for maximum efficiency; evidences self-motivation and continues professional growth.