

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Financial Services

DEFINITION

Under general direction, plans, coordinates, and supervises the organization's internal fiscal operation including grants financial management services, development of the budget, development and implementation of budgetary control procedures; general accounting, 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

Managers, technical and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Plans, organizes, and supervises budgeting, accounting, special projects and grants; reviews and applies relevant laws, regulations, and legal opinions; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of program budgets as dictated by changing circumstances in conjunction with the grants financial management staff; provides support and technical expertise to programs regarding procedures, grant applications, and outside agency reporting; reviews grants budgets to assure compliance with the grant guidelines, timelines, and regulations; establishes revenue and expenditure accounts in accordance with established procedures and implements required controls; prepares or delegates preparation of accounting entries, reconciliations, and filing of financial reports required by the granting agency; prepares the annual County School Service Fund budgets and related financial reports; coordinates financial audits and implements recommendations; acts as liaison between county office and outside auditors regarding financial statements and mandated costs agreements; oversees operations of accounts receivable and accounts payable to ensure laws and internal control guidelines are followed; provides timely resolution of issues and discrepancies related to accounting functions; prepares training materials and conducts workshops covering various procedures; selects, trains, supervises, and evaluates technical and clerical staff; assigns work and reviews for accuracy, completeness and compliance with established requirements; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to the completion of a bachelor's degree in advanced accounting, finance, public administration, or similar field and increasingly responsible professional experience in accounting, budgetary analysis, auditing, and business management. Successful supervisory experience, preferably in a school or governmental setting.

Knowledge of:

Principles and practices of governmental budgeting, accounting and auditing; county, district, state and federal rules, regulations, and policies affecting school district financial activities; provisions of the Education Code related to school district finances; the California School Accounting Manual; principles of supervision, training, and evaluation; standard software applications; oral and written communication skills; and technical aspects of school business finance.

Skill and Ability to:

Interpret, apply, and explain laws, rules and regulations as they apply to school financial operations; assemble and analyze data and make appropriate recommendations; develop and implement new or revised business or financial methods and procedures; interpret financial and statistical reports, documents, and

accounting records; plan, direct, coordinate, and supervise activities of a highly technical staff; prepare and present complex financial information and advice to County Superintendent's staff and others; work independently with little direction; establish and maintain effective working relationships with others; select, train, and supervise personnel; and communicate effectively both orally and in writing.

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