

Sacramento County Office of Education Job Description
Classification Title: Coordinator, Adult Education Budget Management,
Compliance, and Support

Definition

Under general direction, leads development of resources and fiscal systems; provides technical support to internal, regional, and statewide Adult Education programs regarding fiscal management, funding, and reporting requirements; acts as a fiscal lead for regional consortium; manages department fiscal operations including identification and application for funding, monitoring compliance, and preparation and submission of required reporting; coordinates and supervises activities of department support staff; performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, clerical, and technical 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.)

Provides technical support and expertise in financial procedures to regional and statewide adult education programs including non-credit community colleges, K-12 districts, county offices, and the California Adult Education Program (CAEP) Leadership Office; acts as a fiscal liaison with consortium districts; provides support, develops, and delivers training to department and partnering agencies related to program implementation regarding various aspects of inventory, contract, funding, and budget management and reporting; provides statewide technical expertise in state adult education fiscal reporting system and reviews information entered by consortium members to ensure accuracy and completeness; identifies, researches, and solicits funding sources for adult education projects; meets with prospective grantors to provide technical assistance, information, and develop concepts regarding adult education projects; prepares project work plans detailing objectives, tasks, timelines, and methods for evaluation; prepares requests for proposals (RFPs), requests for applications (RFAs), income contracts, expenditure contracts, and other related agreements and memorandums of understanding (MOUs); prepares, manages, and monitors budgets, fiscal projects, and contracts of the adult education department; reviews and applies relevant laws and regulations; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of department funding sources; reviews contracts to assure compliance with guidelines, timelines, and regulations; plans, prepares, organizes, and supervises adult education project reporting; establishes revenue and expenditure accounts in accordance with existing procedures and implements required controls; prepares accounting entries, reconciliations, and filing of financial reports required by the granting agency; coordinates financial audits and implements recommendations; acts as liaison between county office and outside auditors regarding adult education financial statements and mandated cost agreements; develops, implements, and manages adult education equipment inventory system in conjunction with established inventory control processes; provides timely resolution of issues and discrepancies related to accounting functions; selects, trains, supervises, and evaluates technical and clerical staff; maintains effective and timely communication with partners and clients; collects and analyzes data and prepares reports; performs other 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; increasingly responsible professional experience in accounting, budgetary analysis, auditing, and business management prior experience with fiscal management of adult education systems and successful supervisory experience, in a school or governmental setting preferred.

Knowledge of

Principles and practices of governmental budgeting, accounting, and auditing; county, district, state, and federal rules, regulations, and policies affecting community college and school district financial activities; provisions of the Education Code related to adult education and school district finances; the California School Accounting Manual; principles of supervision, training, and evaluation; standard software applications including videoconferencing platforms; 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 and adult education; 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; prepare and present complex financial information and advice to various stakeholders; work independently with little direction; organize work, develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; make decisions on a variety of technical matters; research and evaluate funding prospects; develop and monitor complex budgets and expenditures; collaborate with team members in group planning and implementation of department goals; plan, coordinate, and manage technical assistance and training; communicate effectively in both oral and written forms with people from various cultural and socioeconomic backgrounds; interact with clients and users in non-technical terms; establish and maintain cooperative working relationships with staff, organizational members, grantors, and other clients; select, train, supervise, coordinate and evaluate the work of assigned staff;.

Other Characteristics:

Possession of a valid California driver license; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission on 2/8/2022