

# **Sacramento County Office of Education Job Description**

## **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, auditing, fixed assets, accounts receivable and accounts payable; collection and reporting of financial data; and performs other tasks as required.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **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 auditing functions in accordance with prescribed policies and procedures; reviews, interprets and applies relevant laws, regulations, and legal opinions; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of programs budgets; 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 financial transactions, claims for reimbursement and reports; prepares the annual budgets, budget revisions, and related financial reports; coordinates internal financial audits and implements recommendations; maintains fixed assets inventory; 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, and office management with demonstrated success in a supervisory role in business administration.

#### **Knowledge of:**

Generally accepted accounting principles and procedures and general business procedures and their applications to governmental funds; principles and techniques of budget preparation and administration; local state and federal laws and regulations related to school finances; principles of supervision and training; use and application of online accounting systems; standard software applications.

#### **Skill and Ability to:**

Select, train, and supervise technical staff; participate in technical and administrative decision making and problem solving; prepare clear and concise technical reports and recommendations, both orally and in written form; analyze methods and procedures accurately and logically; interpret, apply and explain laws and regulations as they apply to school financial operations; recommend and implement changes for maximum efficiency; establish and maintain cooperative working relationships with those contacted during the course of work.

