

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

## **Classification Title: Director, Financial Services**

### **DEFINITION**

Under general direction, plans, organizes, and directs the organization's internal and district fiscal operation including grants management, fiscal management of categorical programs, development of the budget, development and implementation of budgetary control procedures; general accounting and accounts receivable; collection and reporting of financial data; oversees and performs other tasks as required.

### **DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Business Services

### **SUPERVISION OVER**

Professional, 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 which may be found in positions within this classification.)

#### **Internal Fiscal Operation**

Responsible for preparation and analysis of the Sacramento County Office of Education (SCOE) annual budgets; plans, organizes, and directs budgeting, accounting, and grants; reviews and applies relevant laws, regulations, and legal opinions; directs the preparation of financial material for transmittal to the Board of Education; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of high-level program budgets and budget assumptions as dictated by changing circumstances in conjunction with the grants financial management staff; reviews grants budgets and analyzes criterion standards to assure compliance with the grant guidelines and regulations; establishes revenue and expenditure accounts in accordance with established procedures and implements required controls; prepares or delegates preparation of accounting entries, reconciliations, trial balance, and filing of financial reports required by the granting agency; prepares or delegates revenue limit and special education apportionments; analyzes long-term debt and reconciles for state documents and audited financial statements; responsible for reviewing Governmental Accounting Standards Board (GASB-34) auditing entries; responsible for budgeting and accounting for GASB-45 requirements; responsible for fiscal oversight of SCOE operated charter schools; assures charter schools receive proper advice and guidance to fulfill financial responsibilities and maintain fiscal solvency and accountability; coordinates financial audits and implements recommendations; communicates on a regular basis with program managers and division heads to identify needs and resolve problems;

#### **District Fiscal Operation**

Directs the coordination of the School District Fiscal Services activities; provides leadership and training to external business staff and school district personnel in school district finance, reporting, budget development, budget assumptions, payroll, and accounting plans; assures school districts receive proper advice and guidance to fulfill financial responsibilities and maintain fiscal solvency and accountability; supervises a system for the oversight of school district financial and expenditure reporting in accordance with relevant laws, rules, and regulations; directs the review, approval and ongoing monitoring of all school districts' budgets, interims, and financial reports; monitors and analyzes ongoing fiscal activities of all districts to evaluate their financial condition relative to state established standards; responsible for and provides assistance in projecting school district revenue limits, special education and categorical revenues based on current funding formulas provided by state and federal codes as well as any pending legislation; assists in determining tax rates and levies, provides advice to districts regarding Education Code requirements; prepares financial reports, accounting entries, reconciliations, budgets, and closing entries of district books; supervises the compilation and computation of average daily attendance and other related reports; acts as Interim Chief Business Officer (CBO) in districts as needed, including all areas of budget, accounting, union negotiations, and presentations to the district board.

**Department Management**

Provides timely resolution of issues and discrepancies related to accounting functions; prepares training materials and conducts workshops covering various procedures; attends conferences and meetings in the areas of school finance and provides staff with reports and interpretations of such meetings; identifies financial data and reporting needs and works with the Information Systems Department as needed; acts as a liaison between the school districts, California Department of Education, Office of the County Superintendent of Schools and the County Auditor/Controller's Office; prepares a variety of reports, correspondence, and memoranda; selects, trains, supervises, and evaluates assigned 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 and training equivalent to a bachelor's degree from an accredited college or university with a major in accounting, business administration, public administration or related field with significant coursework in accounting; 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, cash flow, budget certifications, accounting and auditing; County, district, State, and Federal rules, regulations, and policies affecting school district financial activities; bargaining unit negotiation processes; provisions of the Education Code related to school district finances; the California School Accounting Manual (CSAM); standard software applications; financial data processing systems; principles of supervision, training, and evaluation; oral and written communication skills; and technical aspects of school business finance.

**Skills 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.

Approved by Personnel Commission 8/13/13