

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR, DISTRICT BUSINESS SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Administrator, District Business Services, plan, organize, control and direct operations and activities of District Business and Payroll Services; coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct operations and activities of District Business and Payroll Services; oversee and participate in finance activities including developing fiscal policies for Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate Department activities; coordinate meetings and training sessions to provide information to administrators and personnel; serve as liaison to County Office personnel, districts, the Department of Education and other outside agencies as needed; provide beta testing services for financial software developed by the Department of Education for school districts and county offices of education; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Audit, compile, analyze, present, coordinate and submit school district financial data to the Department of Education; monitor districts' budgets, expenditures, cash, revenue limits, ADA and other indicators of fiscal condition.

Provide technical expertise, information and assistance to the Administrator regarding district budgets and financial and accounting activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Administrator of unusual trends or problems and recommend appropriate corrective action

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Direct and participate in the development and implementation of policies and operating procedures of District Payroll Services; monitor activities to assure compliance with federal and State tax requirements and regulations, STRS/PERS rules and reporting, applicable Ed Codes and other laws, procedures and policies related to district payroll reporting and processing.

Coordinate the closing of district books; conduct the final review, transmission and archive of data to the California Department of Education including attendance, revenue limit, County/SELPA data and other data as assigned.

Provide training and technical assistance to school districts concerning the development and preparation of various budgets; analyze and review budgetary and financial data; assist school districts with forecasting revenue and expenditures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; approve reports submitted by districts; submit reports according to established time lines.

Process various financial postings and wire transfers on behalf of the County Superintendent.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Attend and conduct a variety of workshops and meetings as assigned; serve on assigned committees.

**OTHER DUTIES:**

Coordinate the AB1200 audit review process for County school districts in compliance with State guidelines.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of operations and activities of District Business and Payroll Services.  
Budget administration, preparation and control.

Financial analysis, auditing and projection techniques.

State and federal financial reporting requirements.

Applicable County Office of Education, California Schools Accounting Manual, GASB and other applicable laws, codes and regulations.

Generally accepted accounting and auditing principles, practices and procedures.

Accounting, budget and business functions of a County Office of Education and school districts.

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Financial and statistical record-keeping techniques.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills.

**ABILITY TO:**

Plan, organize, control and direct operations and activities of District Business and Payroll Services.  
Coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities.  
Direct and participate in the development and implementation of policies and operating procedures.  
Supervise and evaluate the performance of assigned personnel.  
Compile financial and attendance data and prepare related reports.  
Analyze financial data and prepare forecasts and recommendations.  
Communicate effectively both orally and in writing.  
Serve as liaison to County Office personnel, districts, the Department of Education and other outside agencies as needed.  
Develop training activities, manuals and policies and assist departments or sites with implementation.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Prepare effective oral presentations.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, finance, accounting or related field and five years increasingly responsible experience implementing accounting practices in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.