

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Administrator, District Business Services, provides technical advice, assistance, and fiscal oversight to school districts and other educational agencies on variety of matters including implementation of sound and cost effective business practices, internal controls, budget development, financial planning, payroll, general ledger maintenance, attendance accounting, compliance with State, Federal and other regulatory agency requirements and other fiscal functions; performs other related business and operational activities in the District Business Services Department as assigned.

REPRESENTATIVE DUTIES:

Organize and direct the daily operations and activities involved in the processing of transactions, and review, analysis, maintenance and adjustment of assigned funds and accounts in designated areas such as payroll, accounts payable, accounts receivable and fiscal records management; assure related functions and activities comply with established laws, codes, regulations, standards, policies and procedures; analyze and assist in developing and implementing payroll and/or accounting systems or changes to existing systems or processes.

Coordinate and oversee the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; modify records, reports and statements as necessary.

Supervise, train and evaluate the performance of school district or assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements.

Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate and reconcile designated accounts and funds; assure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to assure accurate fund accounting; prepare and review journal transfers.

Oversee and participate in the input of a variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; generate a variety of computerized reports; assure accuracy of input and output data.

Assist with budget preparation, first and second interim reporting, fiscal records and the posting of financial transactions in accordance with professional accounting practices and governmental regulations.

Prepare and maintain a variety of narrative, financial and statistical records, reports and files related to accounts, funds, reconciliations and other assigned duties; assure mandated reports are submitted to appropriate personnel according to established time lines.

Serve as a technical resource and liaison to personnel, school districts and other agencies concerning

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assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient fiscal services; assure proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.

Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.

Accounting and fiscal systems, policies, procedures and practices.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, review and control of assigned accounts.

Applicable laws, codes, regulations, policies and procedures.

Preparation and processing of payroll, including payroll taxes, deductions and benefits.

General accounting and business functions of an educational organization.

Policies and objectives of assigned programs and activities.

Record retrieval and storage systems.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Principles and practices of supervision and training.

Basic research and analytical methods.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Organize and direct operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.

Coordinate, oversee and participate in the preparation, maintenance, accounting and auditing of a variety of financial and statistical records, statements and reports.

Train and evaluate the performance of assigned personnel.

Assure accurate accounting of funds including income and expenditures.

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Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries.
Compare numbers and detect errors efficiently.
Reconcile, balance and audit assigned accounts and funds.
Assure proper and timely resolution of financial issues, errors and discrepancies.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and analyze comprehensive accounting statements and reports.
Maintain and assure accuracy of financial and statistical records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree from an accredited four-year college or university in business, accounting, finance, or related field and three (3) years increasingly responsible accounting or payroll experience with a public sector employer involving overseeing the preparation and processing of transactions, review, analysis, maintenance and adjustment of a variety of funds and accounts. Public school district experience is preferred but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for extended periods of time.

LICENSES:

California Drivers License