

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, organize, control and direct the activities and operations of the County Schools Business Services (CSBS) Department; coordinate assigned activities with other divisions, departments, school districts, and outside agencies; maintain the fiscal integrity and solvency of the organization; assure programs are operating within the appropriate fiscal parameters and remain in compliance with the appropriate federal, State or local regulations; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities and operations of the CSBS Department; coordinate assigned activities with other divisions, departments, school districts, and outside agencies; maintain the fiscal integrity and solvency of the organization; assure programs are operating within the appropriate fiscal parameters and remain in compliance with the appropriate federal, State or local regulations.

Direct the organization, staffing and operational activities for the Department including budgeting, accounting, auditing, financial reporting, and financial planning/funds management of the County Office.

Direct the monitoring and approve expenditures; direct the preparation of and implement budget adjustments as necessary.

Develop the County Office budget; analyze and review budgetary and financial data; develop the budget calendar and budget assumptions; monitor, control and authorize expenditures in accordance with established limitations; recommend adjustments as necessary; forecast additional funds needed for staffing, equipment, materials, and supplies.

Develop average daily attendance (ADA) long-term trend analyses and discuss trends and estimations with program managers; review ADA projections and determine staffing needs; calculate total salary and benefit costs and estimated revenues for County Office programs and operations; perform various calculations in preparation of the State report; prepare the State report according to established format, requirements, graphs, charts and detailed programmatic information by division.

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

Direct the purchasing functions for the County Office including vendor contact, negotiations, coordination and maintenance; prepare bids, reviews and awards; audit purchasing functions to assure legal compliance; oversee the research of available vendors and negotiate pricing; oversee the development of internal control systems and bill-back guidelines for inventory.

Review pertinent legislation and assure County Office compliance with rules, regulations and laws; plan and implement specific recommendations emanating from the State Department of Education.

Direct, coordinate and administer the year-end closing process and compilation of fiscal year financial statements; prepare related check-lists and calendars; analyze grant and program documents to determine annual expenditures, revenues and related accounts payable, accounts receivable or deferred revenue; assure legal compliance and accuracy of financial reports; format financial information into the appropriate general ledger and present results to the Superintendent and Board.

Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies, and priorities for assigned service areas; identify resource needs; serve as a member of the Superintendent's Cabinet.

Direct, coordinate, analyze and administer activities related to the staffing and operational activities of the CSBS department including payroll, accounts payable, accounts receivable, ADA, fiscal services, auditing and related fiscal activities.

Direct the preparation of a variety of financial, statistical, and budgetary statements and reports including monthly financial statements, budget transfers, cost studies, cash flow analyses and revenue and expenditure projections; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; analyze and reconcile financial statements; assure timely and accurate submission of financial reports.

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

Direct a variety of other assigned activities including internal and external audits, property and inventory valuations and management of fixed assets, debt service management, copy center activities, the County Office self-insured dental program; general ledger maintenance, budget revisions to County Office funds, property and liability insurance, mandated cost program, development of procedure and policy manuals, and other assigned areas.

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

Participate as a member of the negotiating team; prepare related projections, analyses and presentation of financial data provided to and for negotiating teams; communicate with unit membership, organizational representation, and State union officials to discuss financial condition of the County Office; determine financial ramifications of unit and organizational proposals.

Attend and conduct a variety of meetings as assigned; make presentations as directed; serve as representative for the various fiscal aspects of the organization and provide necessary fiscal information for decision-making; provide workshops and training to County Office staff as needed; participate on assigned committees.

OTHER DUTIES:

Maintain current knowledge of current and pending legislation related to assigned activities; research, train and implement federal and State required accounting changes including policies and procedures development and implementation; serve as the County Office liaison between the County Office and the Department of Education related to fiscal guidelines and changes; interpret, explain and implement necessary changes.

Coordinate, prepare, and present a variety of special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the CSBS Department.
Operational characteristics, services and activities of a comprehensive CSBS program.
Principles, techniques and methods of governmental accounting, auditing, and budgeting.
Program analysis and revenue forecasting principles and practices.
Financial and statistical analysis techniques and principles.
Computer information systems operations and capabilities and their applications to accounting, budget development and financial management.
Record retention requirements.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer the activities and operations of CSBS Department.
Coordinate assigned activities with other divisions, departments, school districts, and outside agencies.
Maintain the fiscal integrity and solvency of the organization.
Assure programs are operating within the appropriate fiscal parameters and remain in compliance with the appropriate federal, State or local regulations.
Prepare and County Office budget.
Make complex mathematical projections and calculations.
Design, implement and maintain accounting and budgeting systems.
Apply, interpret and implement accounting principles and practices to a variety of complex

accounting transactions and problems.

Analyze and interpret various financial records and reports.

Interpret and apply related federal, State, and local laws, codes and regulations.

Conduct research and prepare variety of complex financial statements and reports.

Interpret and apply appropriate goals, objectives, policies, procedures, rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

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.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

Assure County Office compliance with laws and regulations.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and five years increasingly responsible financial management and accounting experience in an educational or local government organization including two years experience in a supervisory capacity.

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.