

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **DIRECTOR, FISCAL SERVICES**

#### **DEFINITION**

The job of Director, Fiscal Services is done for the purpose/s of providing internal support to the educational process with specific responsibilities for directing and planning the activities and operations of the fiscal related functions within the Business Services Division, including the development, preparation, review, analysis and maintenance of the County Office of Education budgets, finance, funds and accounts; managing the preparation of official financial statements, reports and auditing functions; supervising and evaluating the performance of assigned staff; coordinating assigned activities with other departments, outside agencies, and the general public; and providing support to the Deputy Superintendent, Business and Executive Director, Fiscal Services.

This job reports to assigned administrator.

#### **SUPERVISION EXERCISED**

No supervision exercised.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Analyzes a variety of financial information (e.g. budget variances, cost projections, cost analysis in collective bargaining agreements, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.

Assists in a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information and general support.

Assists with external financial reviews utilizing expertise to review and analyze documents (e.g. regulatory updates, request for information, interim reports, AB1200 reporting, contract renewals, etc.) for the purpose of providing support and recommendations to department leadership, district and COE Administrators, Board, and Superintendent.

Assumes fiscal management responsibility on a variety of internal financial areas and provides assistance to school districts (e.g. financial reports, salary projections, budget process, audit, state reporting, revenue calculations, developer fees, technical projects, collective bargaining data, etc.) for the purpose of ensuring fiscal data is accurate and compliant with state, federal regulations.

Collaborates assigned duties and services with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, districts, etc.) for the purpose of implementing and/or maintaining services and programs in support of leadership's established goals and objectives.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Conducts personnel functions and recommends actions (e.g. interviewing, evaluating, supervising, establishing job expectations, evaluating performance, carrying out disciplinary actions if warranted, staff training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Develops, under supervision, the COE budgets, interim reports in accordance with AB 1200, budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed under the direction of the Deputy Superintendent, Business.

Facilitates meetings, workshops and seminars (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a representative for the COE.

Participates meetings, workshops and seminars (e.g. develops and conducts workshops and provides in service training for County Office personnel, etc.) for the purpose of conveying and/or gathering information required to perform functions and maintains current knowledge of laws, codes, rules, and regulations related to accounting, budgetary functions and financial management.

Plans internal fiscal operations and activities (e.g. budget development, funds, AB1200, financial statements, 1099 reporting, audits, interim reports, accounting protocols, etc.) for the purpose of ensuring COE financial protocols and transactions comply with state, federal, accounting regulations, board policies and administrative regulations; communicating regularly with leadership.

Plans and reviews various financial, statistical, budgetary, fiscal and accounting activities and reports (e.g. computerized financial system; financial system with new policies, rules, and procedures updates; technical accounting and financial documentation and reports; budget activity; proper expenditure coding; monthly financial statements; budget transfers; cost studies; cash flow analyses; revenue and expenditure projections, etc.) for the purpose of providing services within established timeframes and in compliance with requirements.

Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, negotiations, etc.) for the purpose of maintaining financial business records, documenting activities, meeting compliance and auditing mandates, and providing information to leadership and government agencies.

Provides consultation, guidance and technical expertise to COE Administrators and personnel concerning (e.g. fiscal and budgetary operations and functions, staff training, investigation, recommend modifications to the financial systems, programs, policies and procedures, etc.) for the purpose of responding to and resolving sensitive inquiries, and complying with Board Policies and Administrative Regulations.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

Responds to a wide variety of inquiries of staff, COE personnel, other professional organizations (e.g. budgets, vendor payments, general accounting, financial reports functions, accounting guidelines, expenditure status, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Reviews the work plan for the Business Services Department (e.g. meet with staff to identify and resolve problems, assign work activities and projects, monitor workflow, review and evaluate work products, methods and procedures, identify resource needs, develop and implement goals and objectives, establish policies and priorities, etc.) for the purpose of identifying opportunities for improving service delivery methods and procedures, enhancing the productivity of the department and providing improved services.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the fiscal functions of the County Office of Education.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the fiscal functions of the County Office of Education.

**Knowledge of:**

Perform advanced math.

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.

Organizational and management practices as applied to the analysis and evaluation of district and COE programs, policies and operational needs.

Public accounting, finance, audit and budget preparation.

Supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations pertaining to school financial and fiscal record keeping and reporting.

Information technology concepts and equipment to business management and accounting practices; and research, analysis, and report preparation.

**Skill and Ability to:**

Perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment including using a variety of software applications.

Schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment.

Flexibility is required to work with others in a wide variety of circumstances.

Analyze data utilizing a variety of complex processes and operate equipment using a variety of standardized methods.

Ability is also required to work with a diversity of individuals and/or groups.

Work with data of widely varied types and/or purposes; and utilize job-related equipment.

Problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Adapt to changing work priorities.

Communicate with diverse groups and individuals.

Meet deadlines and schedules; set priorities.

Work as part of a team.

Work with detailed information/data.

Supervise, train and evaluate technical personnel.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Exercise good judgment; and communicate clearly and concisely, both orally and in writing.

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major course work in business administration, economics, accounting, finance, or a related field. Four years of increasing responsibilities in accounting and business administration, including at least two years of supervisory experience and an additional two years of experience in school district or county office of education or related field is required. Relevant closely job-related experience, education, certificates and/or licenses may be substituted.

**Experience:**

Job related experience within a specialized field is required.

**License or Certificate:**

Valid Driver's License & Evidence of Insurability

**Qualification Requirements:**

Working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Approval Date:** January, 1994

**Revised Date:** July 18, 2006 (Formerly Titled: Manager, Fiscal Services)

**Revised Date:** June 19, 2018

**Revised Date:** June 15, 2021