

SANTA CRUZ COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, FISCAL SERVICES

DEFINITION

The job of Executive Director, Fiscal Services is done for the purpose/s of providing support to the educational process with specific responsibilities for directing the operations of the Fiscal Services department and oversight of the county and school districts; providing information and serving as a resource to leadership and collective bargaining teams, board of directors, and others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serves as a member of the leadership team.

This job reports to the Deputy Superintendent, Business.

SUPERVISION EXERCISED

No supervision exercised.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Advises administrative staff, school officials, and board members of the implications of funding alternatives, proposed program adjustments, and revenue options for the purpose of providing assistance to all levels of management in the resolution of budget variances and other financial issues.

Analyzes a variety of financial information for both internal and external sites (e.g. budget variances, cost projections, cost analysis, AB1200 reports, ADA and enrollment projections, collective bargaining data, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.

Collaborates with government agencies, school districts, community grant partners (e.g. general support, audits, accounting protocols, etc.) for the purpose of ensuring COE District fiscal practices are solvent and secure.

Collaborates with internal and external personnel (e.g. school district administration and governing boards, other administrators, auditors, technical staff, etc.) for the purpose of implementing and/or maintaining services and programs.

Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

Coordinates the organization, staffing and operational activities (e.g. budgets, general accounting, payroll, taxes, retirement, vendor payments, insurance financial reports, district fiscal oversight, AB 1200 functions, etc.) for the purpose of ensuring internal and external Business Services Departments receive support and function in accordance with state and federal regulations, board policy and administrative regulations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Directs department operations for the maintenance of services and the implementation of new programs and/or processes (e.g. budgets, payroll, retirement, tax, vendor payments, general accounting, insurance reports, district fiscal oversight functions, etc.) for the purpose of providing services within established timeframes and in compliance with state, federal regulations and internal protocols for cash management and revenue distribution.

Facilitates meetings, workshops, seminars, etc. (e.g. financial information group meetings, staff meetings, budget review sessions, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a county representative.

Maintains a variety of manual and electronic fiscal information, files and records (e.g. budgets, forecasts, interim reports, local/state/federal financial reports, etc.) for the purpose of providing an up-to-date reference and audit trail.

Monitors internal and external 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 met.

Participates in meetings, workshops and seminars (e.g. district board meetings, COE Board meetings, project meetings, financial information group, business information group, payroll user group, Special Education Coordinator Agency (SECA), negotiations, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Participates in the development and implementation of goals, objectives, and policies (e.g. identify resources, recommend changes, etc.) for the purpose of supporting internal and external business services departments and enhance service delivery methods and procedures.

Performs personnel functions (e.g. select, train, motivate, and evaluate personnel; provide or coordinate training; implement discipline procedures, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of often complex materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, risk analysis, contracts, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit reference, making presentations, and/or providing supporting materials for requested actions.

Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Researches financial, legal, insurance, and tax topics (e.g. legislative actions, best practices, types of insurance plans, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, 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. meets with staff to identify and resolve problems, assigns work activities and projects, identifies resource needs, develop and implements goals and objectives, establishes policies and priorities, etc.) for the purpose of identifying opportunities for improving service delivery methods and procedures, enhancing the productivity of the department and ensuring the most efficient and effective services.

Supervises personnel functions (e.g. hire, train, professional development, performance evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of staff and ensuring department goals are achieved.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Knowledge of:

Utilize theoretical mathematical concepts.

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.

Pertinent laws, codes, policies, and/or regulations.

Personnel processes.

Program planning and development.

School budgeting, policies and audit procedures.

Concepts of grammar and punctuation.

Principles of public and fund accounting and budgeting.

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.

Planning and managing projects.

Skill and Ability to (continued):

Preparing and maintaining accurate records.

Schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data.

Use job-related equipment.

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

Analyze data utilizing defined but different processes.

Operate equipment using a variety of standardized methods.

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

Work with data of widely varied types and/or purposes.

Utilize specific, 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.

Adapting to changing work priorities.

Communicating with diverse groups and individuals.

Meeting deadlines and schedules.

Setting priorities.

Working as part of a team.

Working with detailed information/data.

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, public administration, financial management or a related field. Four years of increasing responsibilities in accounting and business administration, including at least two years of supervisory experience. Four years of experience in a school district or county office of education or related field is required. Relevant closely job-related experience, education, certificates and/or licensed may be substituted.

Experience:

Job related experience within a specialized field with increasing levels of responsibility is required.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

Working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; supervising the use of funds. Utilization of resources from other work units is often 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: June 15, 2021