

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MANAGER, FISCAL SERVICES

DEFINITION

Under the general direction of the Executive Director of Fiscal Services and the Director of Fiscal Services, plan, organize, and coordinate the accounting operations and activities of the County Office of Education. This position would include general support, as assigned, in multiple areas such as internal payroll, budgets, funds and accounts; reports and auditing functions; analysis and review of district reports; supervise and evaluate the performance of assigned staff.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Organize, manage and participate in internal operations and activities including review, analysis, maintenance and adjustment of certain internal business functions and a variety of special projects.

Establish and maintain fiscal timelines and priorities; assure County Office financial activity complies with established laws, codes, regulations, policies and procedures.

Provide additional support to both internal and external functions of the County Office. May be temporarily assigned to various functions within the County Office's purview. This may include the areas of internal or external payroll and retirement, review of analysis of district public disclosures of collective bargaining agreements and financial reports, budgeting, accounts payable and receivable.

Communicate with other administrators, personnel and outside organizations to coordinate activities and other processes, resolve issues and provide information; collaborate with the California Department of Education, school districts, auditors, the County Treasurer's and Auditor's offices and others as required.

Coordinate and participate in financial record keeping, tracking of one-time funding, review and approval of accounts payable reporting, deposits, supplemental audit support to assure accurate and timely accounting and reporting of County Office funds and budgets.

Recommend policies, procedures and/or actions for the purpose of providing direction for meeting the County's goals and objectives.

Participate and review internal cash reconciliations, including external payroll trust funds.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide assistance to the Internal and External Fiscal Services management team.

Respond to and resolve difficult and sensitive inquiries, problems and complaints.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate work assignments and review work to ensure compliance with established standards, requirements, procedures and timelines.

Participate and present in various meetings, workshops and seminars (e.g. in-service training, staff meetings, etc) for the purpose of conveying and/or gathering information required to perform such functions. As needed, attend and report at Board of Education, cabinet, and management meetings.

Collaborate with County Office employees in Business, Human Resources, Business Information Systems, and other departments as needed.

Comply with the Santa Cruz County Office of Education's Board policies and administrative regulations.

Attend and participate in professional group meetings; maintain current knowledge of laws, codes, rules, and regulations related to accounting, budgetary functions and financial management.

Translate and interpret expenditures according to the Standard Account Code Structure (SACS) rules and regulations.

Prepare and present staff reports and other necessary correspondence; prepare various reports on operations and activities.

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

Assist, review, and monitor annual budgets, fiscal reports, budget activity, proper expenditure coding, document preparation, and other accounting related activities for accuracy and completeness.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Prepare, coordinate and manage 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; analyze and reconcile financial statements.

Assume fiscal management responsibility for a variety of special projects; oversee and participate in the preparation of financial reports to comply with state, federal, and special project requirements.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and procedures of accounting and finance.

Principles of financial analysis and research procedures.

Audit principles and techniques.

Principles and practices used in government and accounting, auditing, and budgeting.

Pertinent laws, rules, and policies affecting payroll and fringe benefits.

Principles and practices of supervision and training.

Skill and Ability to:

Analyze financial and payroll discrepancies; prepare reports, and develop records and procedures.

Communicate effectively in the English language, both orally and in writing.

Interact with and maintain cooperative relationships with all levels of staff and the public.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Supervise and evaluate the performance of assigned personnel.

Skill and Ability to (continued):

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions and implement an effective course of action.

Work independently with little direction.

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:

Equivalent to a bachelor's degree in business administration, accounting, or a closely related field, or college coursework in business administration or accounting supplemented by six years of experience.

Experience:

Experience in accounting, public financial management, or a closely related field. Four years of increasingly responsible accounting, business administration experience including supervisory experience. Experience in a school district or county office of education is preferred.

License or Certificate:

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

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:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: August 16, 2022

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