

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SENIOR DIRECTOR, FISCAL SERVICES

DEFINITION

Under general direction, to direct, manage, supervise, plan and coordinate the activities and operations of the Fiscal Services Department within the Business Services Division; to coordinate assigned activities with other departments, outside agencies, school districts and the general public; and to provide highly responsible and complex support to the Associate Superintendent of Business Services.

SUPERVISION EXERCISED

Exercise direct supervision over management, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing and operational activities for the Internal and External Business Services Departments including budgets, payroll, taxes, retirement, vendor payments, general accounting, insurance financial reports and district fiscal oversight (AB 1200) functions.

Assist the Associate Superintendent with coordination of Business I.T. and Fiscal Department needs.

Participate in the development and implementation of goals, objectives, policies and priorities for the Internal and External Business Services Departments; identify resource needs; recommend and implement policies and procedures.

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

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the Internal and External Business Services Departments; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Internal and External Business Services Departments budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other departments and outside agencies and organizations.

Provide assistance to the Associate Superintendent of Business; prepare and present staff reports and other necessary correspondence.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Provide technical expertise to COE and School District administrators and technical staff.

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.

Review school district annual audits and coordinate the audit finding response and corrective action process; certify to the proper state agencies regarding resolved and unresolved findings.

Work with school districts, internal COE staff and auditors as necessary to resolve issues; review audit reports and district financial statements.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Internal and External Business Services Departments programs, policies and procedures as appropriate.

Review school district budgets in accordance with AB 1200 and interim reports against state criteria and standards; report to school boards and personnel on approval/conditional approval/disapproval of budget and certification status (positive/qualified/negative) of interim financial reports; report to State with documentation as necessary. This position may be assigned to work with school district administration and governing boards as part of the AB1200 fiscal oversight process for districts requiring additional support or that may be in fiscal distress or for those districts who are not meeting minimum reserve requirements.

Assist in budget development and finalize budgets for small school districts; supervise and prepare interim reports and all state financial reports for small school districts.

Plan, organize and review computerized financial system; update financial system with new policies, rules and procedures.

Direct and perform technical accounting work in the preparation and submission of local, state and federal financial reports.

Direct and perform technical accounting work in accordance with AB 1200 requirements.

Review and respond to public disclosure of school districts' collective bargaining agreements.

Coordinate meetings and in-services to provide information to COE and School District administrators and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Supervise the calculation of Local Control Funding Formula (LCFF) calculations for all school districts.

Supervise distribution of state, property tax and other apportionments to school districts.

Supervise the collection of developers' fees for school districts.

Attend Board and Management meetings as required.

Serve as member of Management Team in collective bargaining with employees as required.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business services.

Respond to and resolve difficult and sensitive inquiries and complaints, including complaints submitted under AB139.

Plan, organize and direct the administration of all insurance programs; may serve as governing board member of county-wide self-insurance programs including worker's compensation, health and welfare and property liability; may serve as treasurer and oversee financial accounting for governing boards.

Review, research and make recommendations continually to governing body regarding different types of insurance plans.

Secure insurance coverage for County Office students.

Administer accounting, reporting and claims investigation and processing; determine loss trends; keep abreast of current developments in field of risk management; meet with adjusters and agents; act as a liaison with administrators.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a business services and risk management program.

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

Knowledge of (continued):

Modern and complex principles and practices of audit, accounting and finance.

Principles of budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations pertaining to school financial and fiscal record keeping and reporting and safety laws relating to school district risk management programs.

Terminology, practices and procedures of insured and self-insured insurance fields.

Application of data processing to business management and accounting practices.

Methods and techniques of research, analysis and report preparation.

Modern office practices, methods and computer equipment.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Manage and coordinate the work of supervisory, professional technical and clerical personnel.

Provide administrative and professional leadership and direction for the Internal and External Business Services Departments.

Select, supervise, train and evaluate staff.

Interpret and explain County Office of Education business and risk management policies and procedures.

Recommend and implement goals, objectives and practices for providing effective and efficient business and risk management services.

Prepare and administer budgets.

Skill and Ability to (continued):

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

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

Ensure County Office's and school districts' compliance with laws and regulations.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is 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.

Experience:

Four years of increasingly responsible accounting, business administration and risk management experience including supervisory experience. Experience in a school district or county office of education is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

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: June, 2014