

Manager, Budget and Accounting

Purpose Statement

The Manager, Budget and Accounting is responsible for budget analysis and review related to revenue and expenditures, including evaluating financial data for assigned special programs and SDCOE-sponsored charter schools; approving, monitoring, processing, recording, updating and reconciling fiscal information in compliance with established policies; analyzing and updating revenues and expenditures from California Department of Education or other agency income awards, and supervising assigned personnel.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Analyzes financial information (e.g. budget, position control data, general ledger, accounting reports, etc.) for the purpose of assuring proper amounts, receipt and classification in compliance with state and federal laws, identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Facilitates and leads discussion on the accounting of and requirements of special programs (e.g. Special Education, federal, and state funded programs).
- Processes a wide variety of financial and budget information related to SDCOE sponsored charter schools.
- Maintains, reviews, and approves financial transactions for districts related to the Forrest Reserve fund, district transfers, and fund accounting relating to new GASB requirements.
- Serves as the system administrator, auditor, and monitor for the purpose of maintaining a functional fixed assets system.
- Serves as the system administrator, auditor, and monitor for the purpose of maintaining numerous credit card bank accounts to allow SDCOE departments to accept credit cards as a form of payment.
- Compiles statistical and financial data for the purpose of maintaining lease schedules and accounting for the purpose providing financial summaries to other personnel, and/or ensuring compliance with new GASB complex reporting requirements related to leases.
- Provides support and expertise to the Budget and Accounting Specialists.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Audits and monitors account balances and related financial activity (e.g. budgets of SDCOE programs,

etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

- Monitors, analyzes and/or reviews financial summary and detailed reports, program budgets, documents, studies or records for accuracy, proper account charges, coding and compliance, etc. for the purpose of implementing corrections and fund transfers, resolving discrepancies as necessary and/or processing documents for input into automated systems.
- Compiles a wide variety of financial information related to work assignments (e.g. audit, long term debts, annual forecasts, solvency plans and schedules, financial models, ledger accounts, departmental budgets, position allocation, etc.) for the purpose of providing required documentation and/or processing information.
- Compiles statistical and financial data for the purpose of providing third-party reporting; developing budget recommendations; monitoring work assignments (e.g. audit, long term debts, annual forecasts, solvency plans and schedules, financial models, etc.), providing financial summaries to other personnel, and/or ensuring compliance with established guidelines.
- Gathers data and performs special studies and investigations on budget matters and various problems arising in connection with financial administration for the purpose of analyzing, reviewing and making recommendations on budgetary and fiscal matters.
- Increases budget revenue based on awards or income driven contracts, review grant funding applications for accuracy for the purpose of ensuring the budget adjustments are in compliance with the financial award and budget (e.g. Migrant Ed and Learning and Leadership awards).
- Processes a wide variety of financial and budget information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices of federal and state laws, California Education Code and legal requirements and ensuring compliance with policies and principles of sound financial management.
- Develops reporting processes, procedures and internal controls (e.g. A/P, A/R, fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Provides orientation, training and support to other departmental personnel regarding procedures and program requirements (e.g. A/P, general fund and special fund budgets, accounting transactions, fund balances and expenditure control, budget reports and financial policies, procedures, reporting and control systems, etc.) for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Assists County Office staff for the purpose of conveying pertinent information and providing technical expertise and advice regarding accounting, budget and financial matters, revision and reporting, accounting corrections, appropriateness of transactions and/or automated accounting/financial systems.
- Provides support and direction to the Program Business Specialist on budget accounting processes for the purpose of assisting with complex calculations or system administration solutions, approving and denying financial transactions, and reconciling their budgets for accuracy and reviews budgetary reports for the purpose of ensuring accurate information is given.
- Recommends policies, writes procedures and/or actions on issues that relate to budgetary and accounting functions for the purpose of providing direction, supervision and/or decision making.
- Researches discrepancies of financial information and provides direction or solution to staff to correct discrepancies for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for

the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

- Reconciles a wide variety of financial data (e.g. budget, staffing allocations, A/P and A/R accruals, etc.) and reviews expenditure reports (e.g. Program Business Specialist for discrepancy, etc.) for the purpose of maintaining accurate account balances, information and ensuring compliance with established accounting practices.
- Reviews payroll transactions, providing discrepancy findings and solutions to payroll, position control, and auditing new positions and vacancies for the purpose of establishing a County balance budget.
- Maintains, reviews, and approves a wide variety of financial transactions, information and records (e.g. budgets, position control, people soft routes, state and federal agencies, accounts payable (A/P), accounts receivable (A/R) contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Serves as the system administrator for the purpose of maintaining a functional system, monitoring, troubleshooting, providing solutions, and ensuring a balanced budget for the board of education.
- Sets up the budget system, prepares complex calculations, document processes, supervises personnel, and setups roles and securities, and reviews computer extracts from the financial system for the purpose of ensuring system operations are ready for budget development.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.

Other Functions

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

Distinguishing Characteristics:

The classification of Manager, Budget and Accounting, is distinguished from similar management jobs by the following characteristics: the Manager provides additional support to the Senior Manager, Budget and Accounting and requires specialized subject matter expertise in an increasing and wide variety of federal and state financing programs.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE of:

Accounting/bookkeeping principles and budget processing;

Cost/fund accounting;

Bookkeeping practices;

Business telephone etiquette;

Applicable codes/laws/rules/regulations/policies;

Concepts of grammar and punctuation;

Recordkeeping and record retention practices.

ABILITY to:

Establish and maintain effective working relationships;

Maintain confidentiality;

Set appropriate priorities;

Meet assigned deadlines and schedules;

Adapt to changing priorities;

Produce accurate work with attention to detail;
Communicate with diverse groups;
Work as part of a team;
Train, supervise, and evaluate assigned staff.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of professional-level experience in accounting with broad exposure to budgeting and school district accounting, including two (2) years supervising and evaluating the work of technical staff. Advanced Excel and PeopleSoft experience strongly preferred; and

Education: A bachelor's degree from a regionally-accredited college or university in accounting, finance, business or public administration, or a closely related field; or

Equivalency: A combination of education and experience equivalent to a bachelor's degree in accounting, finance, business or public administration, or a closely related field and five (5) years of professional-level experience in accounting with broad exposure to budgeting and school district accounting, including two (2) years supervising and evaluating the work of technical staff. Advanced Excel and PeopleSoft experience strongly preferred.

Required Testing

N/A

Certificates

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screening
Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 044

Personnel Commission Approval: Nov. 18, 2020

Revised: N/A