



FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

Reports to: Director, Early Care and Education

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the Early Care and Education budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to Early Care and Education. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of Early Care and Education.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

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8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all Early Care and Education programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

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Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of Early Care and Education programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



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Series

Management

Management Salary Range 17

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