



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager II, District Business Services Business Services</b>	<b>#6272</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule, Range 09</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Coordinator IV, District Fiscal Oversight, performs a variety of complex and difficult accounting duties. Oversees the commercial warrant disbursement process, monitors cash, and maintains effective controls of Local Educational Agency (LEA) funds and accounts in the county treasury. Guides staff in the day-to-day posting of transactions such as revenues, cross-organization journals, LEA interfund transfers, and stale-dated warrants. Performs accounting and auditing duties and aids in the preparation and maintenance of financial reports, and accounting records. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Experience of a related nature may be substituted for degree requirement.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of varied and progressively responsible experience in accounting. Ability to carry out high-level school finance functions with minimal direction accurately and within scheduled deadlines. Experience leading and training other employees. Effective communication skills. Experience in accounting, finance, and budgeting in a county office of education, school district, or in a public accounting firm.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual; School finance formulas, accounting procedures, audit process, California budget and accounting process

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Communicate with internal and external customers served by the department.
12. Oversee and manage budgets.
13. Ensure excellent customer service is provided by staff in program area.
14. Prepare reports as needed for program.
15. Review and post transactions that involve the county treasury, such as revenues, expenditures, and interfund transfers.
16. Follow protocols for processing routine and non-routine transactions such as, State Apportionments, journals from the County Treasurer, and wire transfers. Participates in the development and revision of protocols as needed.
17. Compute and prepare journals and correcting documents, including county journals.
18. Implement the department's role in the positive pay process.
19. Reconcile and balance a large number of funds and accounts across multiple agencies.
20. Use current technology and equipment to generate spreadsheets, reports, and correspondence.
21. Maintain departmental fiscal/accounting records.
22. Perform highly specialized budget/accounting functions.
23. Perform all other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, school district staff, outside agency staff, and the public.