

## Sonoma County Office of Education – Job Description

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### Classified Management

## ADMINISTRATIVE & FISCAL MANAGER – Educational Support Services

### Definition:

Performs technical accounting, bookkeeping, and complex clerical work in support of fiscal operations and accounting programs and projects for the special education department, including support for labor negotiations. Studies, analyzes, plans, coordinates, and implements fiscal control procedures. Prepares and presents financial and statistical reports.

### Distinguishing Characteristics:

The Administrative & Fiscal Manager position requires in-depth knowledge of school procedures, practices, and methods; educational funding sources; and the assigned department's financing structures, contracts and facilities management. This position is distinguished because of its dealings in contract administration, facilities management, and technical expertise in MediCal funding and MediCal Administrative Activities (MAA).

### Supervision Exercised and Received:

Works under minimal supervision of the Deputy Superintendent for the Educational Support Services department within a broad framework of policies and procedures and may direct the work of other clerical staff.

### Example of Duties and Responsibilities:

*Duties and Responsibilities may include, but are not limited to, the following:*

- Performs a variety of complex technical accounting, bookkeeping, and support functions.
- Participates in governance committees to present, illustrate, and explain financial and statistical data, required reports, and budget information.
- Researches, compiles, assembles, and processes a variety of reports for accounting and fiscal operations. Reviews data for accuracy, consistency, and compliance with state and federal laws. Oversees and guides others in the preparation of reports and other financial records.
- Facilitates budgetary data gathering. Conducts research and assists in preparing numerous program budgets. Develops preliminary cost projections. Makes recommendations on the development of budget information and completes preparation of numerous budgets. Submits proposals to administration for action.
- Evaluates, facilitates and advises on issues related to technology for department needs, including communication with other departments and vendors to schedule work (work orders, service calls, etc.).
- Evaluates and advises on issues related to all aspects of facilities management, including communication with interested parties such as district maintenance and operations departments, and other public and private service providers (e.g., locksmiths, contractors, etc.).

- Organizes and drafts contracts for agreements between departments and other agencies, including school districts.
- Evaluates financial condition of assigned programs; develops trend information and communicates issues or problems to management.
- Oversees the process and accounts for MAA and MediCal funding.
- Assists immediate supervisor with projected budgets and spreadsheets for assigned programs, and prepares other departmental information as needed for negotiations.
- Initiates and coordinates the budget development processes by developing worksheets, querying administrators about needs and consolidating proposals.
- Monitors a variety of program specific department budgets. Processes and monitors expenditures, researches availability of funds, and prepares periodic performance reports for administration.
- Establishes and maintains a variety of computerized filing and information tracking systems for records, reports, manuals, logs, and chronological files. Ensures that files have backup and are complete.
- Verifies, posts, and processes a variety of accounts receivable, payable, equipment usage, and other charges in connection with business activity.
- Performs highly complex administrative support duties include word processing, scheduling, handling calls and inquiries, and provides program and financial information to customers. Prepares original correspondence from notes, brief instructions, and drafts.
- Participates in development and implementation of internal and budgetary controls.
- Prepares annual reports and claims for reimbursement in response to funded program requirements.
- Performs other duties as required to accomplish the objectives of the position.

## **Employment Standards:**

### ***Knowledge of:***

- In-depth technical knowledge of generally accepted accounting standards and procedures.
- Working knowledge of the principles, practices, and techniques of financial and budgetary transactions as they apply to education funding, governmental accounting, and departmental programs.
- In-depth knowledge of automated accounting systems, relational databases, and related systems for entering, storing, retrieving, and processing accounting transactions.
- Operational knowledge of office methods, practices, and procedures including financial record keeping, word processing, and filing/tracking systems.
- Advanced math skills sufficient to compute sums, quotients, fractions, percents, ratios, and trends.
- Command of English usage, spelling, grammar, and punctuation to prepare professional correspondence and standardized reports.
- Sufficient human relations skills to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Facilities, contract, and project management techniques and processes as related to Special Education Services.
- Safe work practices.

### ***Ability to:***

- Perform all of the relevant duties of the position with only general supervision.
- Respond promptly to internal and external client requests for information, reports, training, assistance and special studies.
- Keyboard to perform data entry onto preformatted screens and to compose correspondence at a rate of 50 w.p.m.

- Understand and apply principles and practices of financial record keeping.
- Operate a personal computer terminal, printers, and specialized database software.
- Analyze technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from contracts, and state, federal, and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

***Computer Skills:***

- Internet usage.
- Advanced Word Processing skills, such as the ability to format sections, multiple headers/footers; set tabs with leaders and indents; format text into columns and create and format tables and forms; insert watermarks, AutoShapes, and word art; create templates, and use merge functions.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists.
- Highly advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- The position requires an Associate’s Degree in business administration or accounting, or at least 24 units of college level accounting coursework.
- Additional financial record keeping and accounting experience may be substituted for formal education.
- CBO certification preferred; or willingness and ability to acquire.

***Experience:***

- Requires three years of progressively responsible experience in a production accounting environment with two years of involvement in budget or financial analysis.

***Physical Abilities:***

*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.*

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of lightweight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- Must have normal (20/20) vision, corrected or uncorrected.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Adopted: November 18, 2019
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission