Classified Management

DIRECTOR, INTERNAL FISCAL SERVICES

Definition:

Under general direction, to plan, organize and supervise the work of a staff engaged in preparing and maintaining all financial records and reports; to supervise the attendance, retirement and payroll systems and related procedures for the County Office of Education Fund; to ensure the accuracy of budget projections prepared by the county office program administrators in the preparation of their budgets; to interpret, disseminate and implement laws, rules and regulations adopted by state and federal agencies and to perform related duties as assigned.

Distinguishing Characteristics:

This is a single position classification which is responsible for the internal fiscal affairs of the County Office of Education as opposed to the Director of External Fiscal Services which is primarily responsible for the fiscal affairs of local school districts. The incumbent exercises considerable independent judgment and is in a position of trust and confidence.

Supervision Exercised and Received:

The incumbent is responsible for the overseeing and supervision of the staff working in the Internal Fiscal Services division of the Business Services Department. The incumbent reports directly to and receives supervision from the Deputy Superintendent, Business Services.

Example of Duties and Responsibilities:

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

- Plans, organizes and supervises the County Office of Education financial affairs including the development and maintenance of budget control records, payroll preparation, accounting and attendance.
- Consults with department heads in preparing regular, federal and special budgets and reports in accordance with established procedures.
- Works in a consulting capacity with County Office of Education Fund administrators and business personnel in the planning of budgets, computation of income and analysis of County Office of Education income and financial reports; prepares worksheet for use by County Office of Education Budget Administrators; plans and prepares materials for meetings and workshops relating to the budget; supervises the audit of the publication budget and audit of budgets; provides interpretation of school finance legislation to County Office of Education budget administrators.
- Provides County Office of Education Budget Administrators with compliance information regarding school calendars, computation of Average Daily Attendance (ADA), accounting for restricted and unrestricted funds and legal educational expenditures.
- Coordinates the data processing and auditor's office schedules with County Office of Education and state reporting requirements to ensure timely submittal of financial and statistical reports.

- Researches laws, rules and regulations when necessary in response to questions from the County Superintendent, budget administrators, school board members or other interested citizens.
- Supervises trains and evaluates staff employed to maintain budgetary control records, accounting, attendance, payroll and retirement.
- Develops, implements and supervises systems and procedures to ensure adequate budgetary and/or internal controls.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Generally accepted accounting procedures and standards including automated financial record-keeping systems.
- Principles, practices and techniques of fiscal and budgetary transactions with particular references to governmental accounting.
- Financial analysis and research techniques.
- Auditing theory and practice.
- Laws and regulations applying to school district accounting operations.
- Principles and techniques of training and supervision.
- Basic office methods, practices and procedures.
- Standard English usage, spelling, grammar and punctuation.
- Standard office machines including computers.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Act as a consultant to County Office of Education Fund budget administrators.
- Perform long range budget planning.
- Train, direct and formally evaluate the work of others.
- Effectively communicate in both oral and written forms.

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:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance; formal advanced training in the theory and practice of public or business administration or accounting is highly desirable.

Experience:

- County office, Chief Business Official (CBO), or district business manager experience desirable.
- Increasingly responsible experience in the development and analysis of financial data and operating budgets, some of which have been in a lead or supervisory capacity.
- Experience in the preparation and analysis of school budgets is desirable.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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:

- Revised: May 16, 2016
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission