

Sonoma County Office of Education – Job Description

Classified Management

INTERNAL FISCAL SERVICES SPECIALIST

Definition:

Performs a variety of complex technical accounting and specialized functions in support of the County Office's fiscal services coordinated by the Internal Fiscal Services (IFS) Department; provides oversight and auditing of Sonoma County Office's payroll and position control; supports the establishment and maintenance of accounting systems and procedures for the County Office of Education; provides fiscal information to the County Office of Education departments; reviews and interprets grant applications, awards, fiscal requirements, and reporting schedules in order to act as a primary point person for grant support to Internal Fiscal Services leads as well as department heads; analyzes and prepares general fiscal reporting; coordinates effective and collaborative communication with staff throughout the County Office; and performs related duties as assigned.

Distinguishing Characteristics:

This position provides high level budget and accounting coordination and support, with an emphasis on grant funding oversight and analysis along with payroll and position control oversight, in an independent manner and requires the ability to serve in a specialist capacity for Internal Fiscal Services leads and department staff. This job class requires knowledge of payroll procedures, laws and practices, school / governmental accounting procedures, experience in accounting practices and methods, and is responsible for exercising independent judgment and decision-making skills regarding standard accounting procedures for the County Office. Incumbents in this class are expected to make decisions of significant impact and consequences within predetermined guidelines as outlined by the Internal Fiscal Services Director and serve in an advisory capacity to Internal Fiscal Services leads and County Office staff.

Supervision Exercised and Received:

Employees in this class receive general supervision from the Internal Fiscal Services Director (IFSD), with some direction provided by the Internal Fiscal Services Analyst (IFSA), within a broad framework of policies and procedures. This position may direct or oversee the work of other clerical and fiscal staff.

Example of Duties and Responsibilities:

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

- Leads the IFS payroll team and position control technician providing oversight; audits monthly payroll submissions, HRA submissions, and payroll reporting. Ensures adherence to all bargaining unit agreements, Merit Rules, retirement laws in regards to CalPERS and CalSTRS, and all applicable labor laws.
- Maintains and creates salary schedules.
- Performs a wide variety of duties related to fiscal services coordinated by the Internal Fiscal Services team, including the planning, development, and maintenance of fiscal control procedures; financial and statistical reports; attendance reporting; sales use tax reporting; and other complex technical accounting and specialized functions.

- Acts as a point of contact for fiscal questions and works collaboratively with department supervisors and fiscal support staff in facilitating fiscal workflow, reviewing and auditing fiscal transactions, and developing specialized budgets and fiscal reports.
- Researches, compiles, assembles, analyzes, and completes a variety of financial documents and reports including expenditure, grant, attendance, payroll, and education funding reports.
- Coordinates review, reporting, and fiscal oversight of ongoing traditional grants in collaboration with department staff (such as, but not limited to, SELPA grants) and assists IFSA and IFSD with fiscal management and oversight of one-time or complex grants.
- Processes adjusting entries, billing requests, journal entries, and budget revisions / transfers.
- Reviews data for accuracy, consistency, and compliance with state and federal laws.
- Provides oversight for the position control analyst, including, but not limited to, best practices for HRA processes; salary schedule and calendar development and updates; position control renewal for budget development; position reconciliation and fiscal updates; benefit clearing; and other responsibilities held by the position control analyst.
- Provides support and/or some oversight to other Internal Fiscal Services staff along with County Office of Education department staff in following established budgetary and business procedures; the preparation of reports and other financial records; and general fiscal duties.
- Establishes and maintains a variety of computerized filing and information tracking systems for records, reports, manuals, logs, and chronological files, ensuring that files have backup and are complete.
- Prepares budget and payroll projections as needed.
- Coordinates ongoing Classified School Employee Summer Assistance Program (CSESAP) in collaboration with payroll analyst, IFSA, and IFSD.
- Independently studies, plans, directs, and coordinates the development and implementation of systems and procedures used to collect data necessary for fiscal support and reporting purposes and to ensure adequate budgetary and/or internal controls.
- Facilitates and makes recommendations on the development of budget information and completes preparation of budgets for submission to decision-making groups.
- Assists IFSD and IFSA with:
 - Preparation and review of all official fiscal reports for various agencies, including official budget and expenditure reports to State and federal agencies and other official fiscal reports on behalf of all County Office departments, JPAs, and SELPA.
 - Creation and update of materials related to fiscal procedures, budget development, fiscal reporting, position control, and other accounting functions.
 - Maintaining and processing a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, practices, regulations, and laws.
 - Review of incoming documents from County Office departments for the purpose of verifying coding and/or correctness of transactions, taking appropriate action in case of error.
 - Preparation and execution of interdepartmental transactions and special project transactions.
 - Auditing and/or approving data on various reports or fiscal submissions such as deposits, payments, etc.
 - Various meetings and committees to present, illustrate, and explain financial and statistical data, required reports, and budget information.
 - Providing financial training to new staff as needed.
 - Duties related to key timelines such as:
 - Budget Development.

- Interim reporting periods.
 - Year-end closing.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Payroll as it relates to School Business including retirement laws as it pertains to CalPERS and CalSTRS, bargaining agreements, and labor laws; employee leaves as it pertains to payroll.
- Federal and State laws, policies, procedures, and practices governing school finance.
- Generally accepted accounting procedures and standards including automated financial recordkeeping and reporting systems, governmental accounting and auditing procedures, requirements, standards, and regulations.
- Principles, practices, and techniques of fiscal and budgetary transactions, position control, payroll analysis, and grant analysis and administration, with particular references to school accounting.
- Data processing as it relates to financial record keeping.
- Principles of budget development preparation and control.
- Financial analysis and research techniques.
- Basic office methods, practices, and procedures including financial record keeping.
- Standard English usage, spelling, grammar, and punctuation.
- Standard office machine, including computers.
- Various software programs, including Word, ESCAPE, Excel and Google docs.
- Written and oral communications, including language mechanics, syntax and English composition.

Ability to:

- Understand and apply principles, techniques, and procedures required for effective job performance.
- Compute and analyze mathematical calculations used in payroll, accounting and governmental reporting.
- Use applicable financial software and online reporting systems.
- Apply the principles of governmental budgeting, auditing, accounting and analysis
- Respond promptly to requests of County Office of Education department staff and provide needed information, assistance, training, materials and resources.
- Comprehend, interpret and apply laws, rules, regulations, policies, procedures pertaining to internal fiscal services.
- Understand the organization and operation of the County Office and of outside agencies as necessary to assume assigned responsibilities.
- Plan, implement, and participate in the preparation of accounting reports.
- Research, acquire, and evaluate appropriate data for effective problem solving, reporting, and/or decision making.
- Establish and maintain cooperative and effective working relationships with those contacted during the performance of job duties.
- Use discretion and maintain confidentiality as appropriate when communicating with others.
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines, including maintaining accurate records and files.

- Work independently in a variety of situations; work on several major projects simultaneously and follow through on tasks with minimal supervision.
- Analyze problems and evaluate alternate solutions leading to a recommended resolution.
- Communicate effectively in a professional manner both orally and in writing.
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Demonstrate initiative.

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:

- An Associate's Degree in business administration or accounting, or at least 24 units of college level accounting coursework, is preferred.
- Additional financial record keeping and accounting experience, preferably in an educational or governmental organization, may be substituted for formal education.

Experience:

- Increasingly responsible experience in the areas of payroll, technical accounting or auditing experience, preferably including some experience in a California public school district, county office of education, community college, government or equivalent work setting.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

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: February 24, 2025
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission