

Sonoma County Office of Education – Job Description

Classified Management

DIRECTOR, EXTERNAL FISCAL SERVICES

Definition:

Under the general direction of the Assistant Superintendent, Business Services/County Superintendent, the Director plans, organizes, and supervises the work of a staff engaged in preparing and maintaining all financial records and reports; to provide fiscal oversight of fiscal operations and related procedures for Sonoma County school districts; to ensure the accuracy of budget projections prepared by school districts; to work with and advise school districts and charter schools 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. Collaborate with the Educational Support Services staff in review and alignment of Local Control Funding Formula (LCFF) funds with each district's Local Control Accountability Plan (LCAP). Supervise the new Fiscal Support Services being offered to districts and charter schools. This includes creating correspondence forms/documentation and setting up procedures and processes along with monitoring and assigning staff to engagements. Other responsibilities include interfacing with Local Education Agency (LEA) superintendents/administrators to assess financial service needs and work to be performed.

Distinguishing Characteristics:

This is a single position classification that is responsible for the external fiscal affairs of local school districts and assisting charter schools within the County. 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 External Fiscal Services division of the Business Support Services Department. The incumbent reports directly to and receives supervision from the Assistant Superintendent, Business Services and the County Superintendent of Schools.

Example of Duties and Responsibilities:

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

- Plans, organizes and supervises the school districts' financial affairs including all districts state AB1200 financial reporting requirements.
- Monitors the finances of charter schools in the County to ensure sponsoring districts are providing sufficient oversight to limit the sponsoring districts' liability.
- Consults with school districts in preparing state, federal, local and special budgets, reports, including interim, unaudited actuals, and budget reports, in accordance with established procedures.
- Consults with districts regarding the alignment of their LCFF budget to the districts LCAP priorities.
- Certifies all district budgets for the state in alignment with LCFF funding and LCAP priorities.
- Works in a consulting capacity with administrators and business personnel of school districts and charter schools in the planning of budgets, computation of income and analysis of school district

income and financial reports; prepares worksheets for use by school district and charter personnel; plans and prepares materials for meetings and workshops relating to the budget reviews district and charter school audits; and provides interpretation of school finance legislation to school district and charter school personnel.

- Organize, create, and present educational workshops to assist districts and charter schools regarding their regulatory financial reports such as adopted budgets, interim reports, unaudited actuals and attendance reports.
- Present and provide written monthly updates regarding education finance and reporting requirements to districts and charter schools.
- Provides district with compliance information regarding school fiscal calendars, computation of ADA, accounting for LCFF funds and legal educational expenditures.
- Aligns district data processing information with each districts CBEDS/CALPADS data reporting requirements.
- Researches laws, rules and regulations when necessary in response to questions from the County Superintendent, district superintendents, school board members or other interested citizens; supervises, trains and evaluates staff employed to maintain budgetary control records, accounting, attendance, payroll and retirement.
- Provides technical assistance in conformance with state guidelines and AB1200 requirements.
- Reviews districts responsibilities related to charter school monitoring and accountability.
- Monitors school districts Supplemental and Concentration Grant expenditure under LCFF guidelines.
- Work with the Tax Collectors/ Auditors Office with those districts who revenue is based on local property tax (community funded) and not dependent on state LCFF calculations.
- Review district LCFF budgets of community funded districts to see that they have met state LCFF obligations.
- Organize and review summary district and charter school financial data for County Office of Education's annual publications.
- Attend the External Services Subcommittee (ESSCO) monthly meetings in Sacramento.
- 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.
- Fiscal 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/video interface.
- 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 district personnel.
- Act as a consultant to County School Service Fund budget administrators within the Tax collectors/Auditors Office.
- Perform long range budget planning.
- Train, direct and formally evaluate the work of others.
- Effectively communicate in both oral and written forms, rules, regulations and policies.

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:

- Bachelor of Arts in Business Administration/Accounting or related field.
- Formal advanced training in the theory and practice of public or business administration or accounting is highly desirable.
- CPA desirable.

Experience:

- 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.

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.

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