



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I, Financial Analyst</b>	<b>#6332</b>
	<b>Information Technology</b>	
	<b>Business Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b>	
	<b>Range 8</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Division Director of Information Technology, performs complex statistical analytical review of accounting and auditing duties, encompassing general financial accounting (accounts receivable, accounts payable, payroll, general ledger) as well as specialized information technology accounting areas (e.g., software licensing, cloud service cost allocation, hardware depreciation, IT project budgeting). This ensures compliance with State, Federal, and local requirements, and addresses unique financial aspects of IT operations. Provides direct assistance in the preparation and maintenance of budgets, financial reports, and accounting records, leveraging independent judgment and problem-solving skills to effectively manage assigned areas of responsibility, including the financial oversight of technology assets and expenditures. Leads and trains others on financial reporting and budget monitoring, with a specific focus on the integration of IT financial data into overall organizational financial processes. Manages related work, ensuring compliance with IT/Data Processing JPA audits, SACS, E-rate, and financial regulations.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

High school diploma or equivalent of the completion of the twelfth grade, supplemented by coursework or training in accounting, bookkeeping, or information technology-related fields obtained through a community college, trade, or correspondence school. Relevant experience in IT asset management, software licensing, or IT financial analysis may be substituted for a portion of the formal coursework. Three years of experience in accounting, preferably with exposure to IT budgeting, cost allocation, or financial reporting.

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

Five years of experience in financial analysis, budgeting, and accounting, with a strong emphasis on technology-related expenditures. Preferably three years of experience in an educational setting, demonstrating familiarity with the unique financial structures and challenges of schools. Demonstrated experience working within or closely supporting an Information Technology department, understanding IT operations and financial implications.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:

- comprehensive knowledge of financial principles, practices, and procedures, with a focus on budgeting, cost allocation, and financial reporting
- data analysis and financial modeling, utilizing tools and techniques to interpret complex financial data related to IT projects
- asset management, software licensing, cloud computing costs, and other technology-related financial concepts
- data processing and financial software systems, including ERP systems and specialized financial management tools
- record-keeping techniques and attention to detail, ensuring accuracy and compliance in financial reporting
- modern office practices and procedures, including the use of spreadsheets, databases, and presentation software

Ability to:

- maintain accurate and organized financial records related to IT assets, software licenses, cloud services, and project budgets
- perform complex financial calculations quickly and accurately, including depreciation schedules for assets
- understand and follow both oral and written directions related to financial policies, procedures, and reporting requirements
- learn, interpret, apply, and explain complex financial regulations, procurement policies, and software licensing agreements
- compile and analyze financial and statistical information and data related to IT spending, project costs, and technology performance, providing actionable insights for decision-making
- maintain detailed records and prepare comprehensive financial reports on budgets, expenditures, and forecasts
- plan, organize, and prioritize work efficiently to meet deadlines for budget cycles, financial audits, and project reporting
- establish and maintain cooperative and effective working relationships with staff, finance teams, and vendors
- operate a variety of financial software and management tools, including ERP systems, budgeting software, and cloud management platforms
- be flexible and receptive to change in a rapidly evolving technology environment, adapting to new financial reporting requirements and emerging projects

Possess:

- strong written and verbal communication skills, including the ability to present complex financial information clearly and concisely to both technical and non-technical audiences
- good interpersonal skills using tact, patience, and courtesy
- 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 the following:

1. Work effectively with 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; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge 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. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Perform accounting and budgetary duties specific to IT functions, such as software licensing, cloud service costs, hardware/software procurement, and project budgets.
14. Prepare and maintain reports related to IT/DP JPA financials, including budget vs. actuals, cost allocation analysis, and asset depreciation schedules.
15. Post related financial transactions, assemble, tabulate, audit, and compare statistical and financial data related to IT expenditures; enter data into financial and management systems.
16. Reconcile and balance accounts, including software subscription accounts, cloud service billing, and project funding accounts.
17. Compile summaries of detailed statistical data analyzing spending patterns, project costs, and technology utilization.

18. Edit financial and system readouts for accuracy, ensuring data integrity for financial reporting.
19. Compile and prepare journal entries, correcting documents, accounting, and expense distribution sheets.
20. Complete forms and documents related to procurement, vendor payments, and budget adjustments.
21. Effective communication with vendors, internal teams, departments, programs, and school districts.
22. Maintain organized files and records of financial transactions, contracts, and budget documents.
23. Answer inquiries related to financial matters, providing information on budgets, expenditures, and financial reports.
24. Process and distribute financial documents related to IT purchases and expenditures.
25. Utilize financial software, asset management tools, and other technology to generate spreadsheets, reports, and correspondences.
26. Assemble, tabulate, audit, and compare statistical and financial data related to revenues and operational costs.
27. Compile summaries of detailed statistical data analyzing spending, project costs, and technology performance; analyze financial readouts for accuracy.
28. Assist in the preparation of reports and forms for submission to internal and external stakeholders regarding IT/DP JPA financial performance and compliance.
29. Maintain departmental fiscal/accounting records and transactions specifically related to expenditures and budgets.
30. Prepare the IT/DP JPA budget development; compile, and analyze information and data related to revenues and expenditures.
31. Coordinate communication between the finance department, IT department, and other stakeholders, providing information on financial procedures, account balances, budgets, and related matters.
32. Perform specialized accounting and budgetary functions related to IT, such as cloud cost optimization, software license management, and project financial tracking.
33. Conduct internal audits of IT/DP JPA financial accounts and processes; assist external auditors in conducting audits of financial records.
34. Review and prepare IT/DP JPA budgets, interim reports, year-end closing documents, and related auditable documentation.
35. Prepare various financial accounting and budget control documents and reports; prepare invoices for E-rate services provided to school districts.
36. Manage and track financial data related to E-rate eligible services provided to schools, ensuring accurate billing and reporting.
37. Perform related work as required.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels 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, district office staff, and the public.