Job Description

Marin County Office of Education

Manager - Business Services

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Manager - Business Services is done for the purpose/s of supporting, organizing, and directing the daily operations and activities involved in the processing of financial transactions; managing the review, analysis, maintenance, and adjustment of assigned funds and accounts in designated areas; coordinating, overseeing, and participating in the preparation, maintenance and auditing of a variety of financial and statistical records, statements and reports; and supervising, training, and evaluating the performance of assigned personnel.

This Job reports to Assigned Supervisor

Essential Functions

- Communicates and collaborates with MCOE departments for the purpose of assisting and providing guidance relating to budget and financial reporting and procedures.
- Compiles audit materials for the purpose of participating in budget development, interim reporting and year end closing.
- Coordinates communications between personnel, governmental agencies, outside organizations, and the public (e.g. State Department of Finance, State Controller, etc.) for the purpose of ensuring effective information exchanges, efficient fiscal services, and accurate reporting.
- Coordinates and modifies the preparation, maintenance, and auditing of a variety of financial and statistical records, statements, and reports for the purpose of ensuring the accuracy, completeness, and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.
- Develops procedures, guidelines, and internal controls for the districts' payroll and retirement functions and department finances for the purpose of providing direction and decision-making for administrators and maintaining the efficient flow of financial processes.
- Directs the daily operations and activities involved in the processing of financial transactions for the purpose of reviewing, analyzing, maintaining, and adjusting assigned funds and accounts in designated areas.
- Establishes and supervises the development and implementation of payroll, auditing, and accounting systems, or changes to existing systems or processes (e.g. payroll, accounts payable, accounts receivable, fiscal records management, etc.) for the purpose of ensuring related functions and activities are in compliance with established laws, codes, regulations, standards, policies and procedures.
- Manages and supervises assigned staff (e.g. interviewing/selecting staff, reviewing work performance, recommending transfers, disciplinary actions, etc.) for the purpose of providing for professional growth, determining workload priorities, adjusting assignments as needed to achieve overall objectives in accordance with established policies and procedures.
- Monitors and oversees various budget activities (e.g. budget creation/allocations, interim reporting, fiscal records, etc.) for the purpose of complying with professional accounting practices and governmental regulations.

- Oversees internal controls, work processes, assigned programs and activities for the purpose of managing the financial operations of the organization and ensuring performance objectives are met within budget and in compliance with established operational practices.

- Plans and conducts school finance workshops, trainings, and meetings (e.g. prepare/distribute materials, analyze needs assessments, etc.) for the purpose of developing and supporting financial and fiscal programs and services, and conveying pertinent information.

- Prepares and maintains a variety of narrative, financial, and statistical records, reports, and files related to accounts, funds, reconciliations and other assigned duties for the purpose of providing current and/or historical reference, conveying information, ensuring mandated reports are submitted to appropriate personnel according to established time lines in compliance with accounting practices and governmental regulations.

- Serves as a technical resource and liaison to MCOE, school districts, employees, and government agencies (e.g. budgets, retirement systems, accounting functions, laws and regulations, etc.) for the purpose of responding to inquiries, remaining compliant with laws and rules, providing technical information, and assisting school districts.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an effective working internal business services department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: communicating effectively, orally and written, using tact, patience and courtesy; analyzing budgets; analyzing data; comparing results; operating a computer and assigned office equipment; conducting interviews; conducting meetings; estimating required resources; investigating problems; and planning agendas/meetings.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: organization and direction of operations and activities involved in the review, analysis, maintenance, and adjustment of designated funds and accounts; accounting and fiscal systems, policies, procedures and practices; generally accepted accounting and auditing principles, practices and procedures; preparation, review and control of assigned accounts; applicable laws, codes, regulations, policies and procedures; preparation and processing of payroll, including payroll taxes, deductions and benefits; general accounting and business functions of an educational organization; policies and objectives of assigned programs and activities; record retrieval and storage systems; financial and statistical recordkeeping techniques; preparation of financial statements and comprehensive accounting reports; principles and practices of supervision and training; technical aspects of field of specialty; and operation of a variety of office equipment including a computer and assigned software.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: coordinating projects; training and evaluating assigned personnel; interpreting, applying and explaining laws, codes, rules, regulations, policies and procedures; establishing and maintaining cooperative and effective working relationships; determining appropriate action within clearly defined guidelines; meeting schedules and time lines; working independently; planning and organizing work; preparing and analyzing comprehensive accounting statements and reports; and maintaining and ensuring accuracy of financial and statistical records.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives;

managing a department; supervising the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, 50% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in accounting work with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date