

**Marin County Office of Education (MCOE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

**CCEE Administrative Agent Professional Expert Description
SENIOR FISCAL DIRECTOR**

THE POSITION:

Under the direction of the Deputy Superintendent, the Senior Fiscal Director supervises, directs and performs fiscal services tasks as well as coordinates general administrative work in support of MCOE's CCEE Administrative Agent role. In this capacity, the Senior Fiscal Director may supervise Accounting and Payroll staff.

The Senior Fiscal Director collaborates and coordinates with the CCEE teams in support of the work performed by CCEE to ensure processes comply with policies, procedures and best practices. The Senior Fiscal Director performs professional level accounting work in accordance with prescribed accounting systems and related policies, State and Federal laws, and generally accepted accounting principles; supervises, coordinates and participates in maintaining financial data, developing and implementing business processes, providing support for accounting personnel, and utilizing a computerized accounting system; performs technical accounting work including the preparation of financial reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification.

- Supervises, assists and maintains financial records and statements for submission to the Department of Finance and other related agencies
- Provides policy and business guidance to CCEE and MCOE Administrative Agent team
- Develops new and revised business related policies and procedures for the CCEE
- Ensures overall compliance with policies, procedures, relevant regulations and laws
- Supports CCEE with developing and posting Requests for Proposals, developing and approving contracts and developing invoice requirements to align with contracts
- Facilitates invoice processing and review
- Prepares budget projections, multi-year projections and other tools needed for planning purposes
- Establishes and supervises accounting and auditing procedures required under the provisions of the State of California Education Code
- Supervises and prepares the CCEE budget as well as controls system for budget setup such as budget coding/structure

- Directs financial transactions including budget transfers, journal entries, cash transfers, payroll transfers, payroll and accounts payable/receivable processing
- Advises and collaborates with the CCEE and MCOE staff on provisions relating to finance, budgets, retirement systems, etc.
- Coordinates work of accounting and auditing tasks, including coordinating the CCEE's annual audit
- Represents CCEE at the Marin County Office of Education governing board meetings
- Oversees and coordinates payroll, benefits, retirement systems, accounts payable and accounts receivable
- Plans and conducts formal and informal trainings and workshops for the CCEE and the Administrative Agent team
- May provide general fiscal administrative support to the MCOE
- Drives a vehicle to conduct work as assigned
- Supervises assigned personnel

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described. Bachelor's degree or equivalent in accounting, public administration, or business administration including courses in accounting, preferred.

EXPERIENCE:

Five years of increasingly responsible experience in the field of accounting or auditing, including at least three years in supervisory accounting work. Experience in a County Office of Education or school district preferred.

KNOWLEDGE OF:

- Accounting and auditing principles and practices including general ledger, fund accounting, program accounting and subsidiary ledger management
- Budget preparation and maintenance procedures
- Applicable provisions of State, Federal and local law and regulations, including Education Code
- Contract maintenance and procurement procedures
- Financial software systems
- California School Accounting Manual
- Principles and practices of management, supervision, and staff evaluation. human relations in management techniques

SKILLS AND ABILITY TO:

- Perform and supervise complex accounting and auditing work
- Apply principles of budgeting, auditing and accounting
- Develop budgets and multi-year projections
- Systems analysis and program budgeting
- Develop and write accounting procedures
- Perform complex financial analysis
- Prepare and analyze comprehensive reports
- Gather, record, monitor, and review budget and accounting data

- Interpret laws and regulations and apply them in practical situations
- Establish and maintain effective working relationships with CCEE and its Administrative Agent staff, county office, the public, and other related individuals
- Work effectively under pressure
- Problem solve by analyzing issues and creating plans of action
- Train and supervise accounting, budget, payroll, accounts payable staff
- Train CCEE staff on relevant fiscal tasks
- Work harmoniously and effectively with others
- Meet schedules and timelines
- Work independently with little direction
- Communicate effectively both orally and in writing
- Utilize initiative and judgement in sound decision making
- Meet the occasional travel requirements of the position
- Operate standard business office equipment and software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 80% sitting, 5% walking, and 15% standing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - minimal temperature variations,
 - a generally hazard-free environment,
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with interruptions and shifting demands

CERTIFICATES/CREDENTIALS/LICENSES

- Valid California driver's license required