



Job Description

POSITION TITLE: Coordinator IV,
Budget & Accounting-Special Projects
Business Services **JD#6366**

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Division Director, Business Services manages the budget & accounting operations of the Office of Education. Provide assistance in the preparation and maintenance of budgets, financial reports, and accounting records. Performs highly complex and specialized account functions.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration, or related field. Experience of an extraordinarily related nature may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years' experience as a manager in a business-related position. Ability to carry out significant school accounting functions with minimal direction, accurately within scheduled deadlines; Plan, organize and control a variety of projects and activities. Supervise and train other employees; communicate effectively. Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting and finance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation
- data collection & analysis

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible and receptive to change based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- provide detailed and specialized knowledge and understanding of California school district accounting and auditing standards, procedures, and regulations
- communicate effectively
- establish goals and priorities for department
- formulate solutions to complex administrative problems
- perform complex calculations

- clearly comprehend accounting and auditing concepts, operations, and problems both at technical and policy level
- solve problems, make decisions, and recommendations to the Division Director of Business Services
- maintain harmonious working relationships with staff and positive client relationships
- work and communicate with a diversity of individuals and/or groups
- work with data of varies types and/or purposes; and utilize a variety of types of job-related equipment
- meet schedules and timelines
- problem solve, analyze issues, and create action plans

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- advance skills in software applications related to budget & accounting systems
- 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 Coordinator IV series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

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, staff development, 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. Assists a variety of internal and external agency personnel (e.g., internal business services, district business services, district advisory services, information technology, school districts, etc.) for the purpose of providing information and general support.
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.
12. Oversee and manage budgets.
13. Solve problems and make decisions regarding complex accounting issues.
14. Conduct research in areas of school finance and accounting procedures to develop proper interpretations of current laws and possible legislation.
15. Gather data and prepare complex financial reports and statistical summaries
16. Research financial topics and related legal issues (e.g., discrepancies, current legislative trends, etc.)
17. Provide training to the county office and staff.
18. Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
19. Participate with the Division Director, Directors and Coordinators in the development of goals and priorities for the Business Services Division.
20. Assist a variety of internal and external agency personnel (e.g., internal business services, district business services, district advisory services, information technology, school districts, etc.).
21. Examine, analyze, verify, or prepare a variety of complex manual and computerized accounting systems.
22. Review, evaluate, and implement laws, policies, and procedures in accounting, payroll, and fiscal operations.
23. Prepare and review statistical and narrative reports.

24. Acquire and maintain up-to-date knowledge of all applicable laws and regulations; obtain official interpretations as necessary; communicate essential advice and counsel to appropriate staff members of school districts and the SJCOE.
25. Provide advice and counsel to internal programs in the county through instructional sessions and through written and verbal communications; assist in problem resolution.
26. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

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

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