

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Administrator, District Business Services, plan, organize, control and direct operations and activities of District Business and Payroll Services; tac3rrdnatie informtionsrdn5 vBour 1e

Direct and participate in the development and implementation of policies and operating procedures of District Payroll Services; monitor activities to assure compliance with federal and State tax requirements and regulations, STRS/PERS rules and reporting, applicable Ed Codes and other laws, procedures and policies related to district payroll reporting and processing.

Coordinate the closing of district books; conduct the final review, transmission and archive of data to the California Department of Education including attendance, revenue limit, County/SELPA data and other data as assigned.

Provide training and technical assistance to school districts concerning the development and preparation of various budgets; analyze and review budgetary and financial data; assist school districts with forecasting revenue and expenditures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; approve reports submitted by districts; submit reports according to established time lines.

Process various financial postings and wire transfers on behalf of the County Superintendent.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Attend and conduct a variety of workshops and meetings as assigned; serve on assigned committees.

OTHER DUTIES:

Coordinate the AB1200 audit review process for County school districts in compliance with State guidelines.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities of District Business and Payroll Services.
Budget administration, preparation and control.

Financial analysis, auditing and projection techniques.

State and federal financial reporting requirements.

Applicable County Office of Education, California Schools Accounting Manual, GASB and other applicable laws, codes and regulations.

Generally accepted accounting and auditing principles, practices and procedures.

Accounting, budget and business functions of a County Office of Education and school districts.

January 18, 2006

San Mateo County Office of Education

Financial and statistical record keeping techniques.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.

ABILITY TO:

Plan, organize, control and direct operations and activities of District Business and Payroll Services.
Coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities.
Direct and participate in the development and implementation of policies and operating procedures.
Supervise and evaluate the performance of assigned personnel.
Compile financial and attendance data and prepare related reports.
Analyze financial data and prepare forecasts and recommendations.
Communicate effectively both orally and in writing.
Serve as liaison to County Office personnel, districts, the Department of Education and other outside agencies as needed.
Develop training activities, manuals and policies and assist departments or sites with implementation.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Prepare effective oral presentations.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, finance, accounting or related field and five years increasingly responsible experience implementing accounting practices in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.