

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Administrator, District Business Services, provides technical advice, assistance, and fiscal oversight to school districts and other educational agencies on variety of matters including implementation of sound and cost effective business practices, internal controls, budget development, financial planning, payroll, general ledger maintenance, attendance accounting, compliance with State, Federal and other regulatory agency requirements and other fiscal functions; performs other related business and operational activities in the District Business Services Department as assigned.

assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Coordinate communications between personnel, governmental agencies, outside organizations and the public to assure smooth and efficient fiscal services; assure proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.

Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries.
Compare numbers and detect errors efficiently.
Reconcile, balance and audit assigned accounts and funds.