

TEO COUNTY OFFICE OF EDUCATION

R, FISCAL SERVICES

Director, Internal Business Services, organize and direct the daily operations involved in the processing of transactions, and review, analysis, and adjustment of assigned funds and accounts in designated areas such as payroll, accounts receivable and fiscal records management; coordinate, oversee and maintain the development and auditing of a variety of financial and statistical reports; supervise, train and evaluate the performance of assigned personnel.

ES:

Supervise and direct the operations and activities involved in the processing of transactions, and review, analysis, and adjustment of assigned funds and accounts in designated areas such as payroll, accounts receivable and fiscal records management; assure related operations comply with established laws, codes, regulations, standards, policies and procedures in developing and implementing payroll and/or accounting systems or processes. Supervise, train and evaluate the performance of assigned personnel; interview and select employees for assignment, termination and disciplinary actions; assign employee duties and responsibilities; ensure completeness and compliance with established requirements.

Participate in the calculation, posting, auditing and adjustment of journal entries; review designated accounts and funds; assure accurate accounting of funds and expenditures; audit accounts for errors and make appropriate adjustments; prepare reports to assure accurate fund accounting; prepare and review journal entries.

Enter the input of a variety of financial and statistical data into an assigned system and maintain automated records and files; generate a variety of reports to ensure the accuracy of input and output data.

Train and evaluate the performance of assigned personnel.
Assure accurate accounting of funds including income and expenditures.
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.
Assure proper and timely resolution of financial issues, errors and discrepancies.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and analyze comprehensive accounting statements and reports.
Maintain and assure accuracy of financial and statistical records.

EDUCATION AND EXPERIENCE:

increasingly responsible accounting or payroll experience in an educational or governmental setting involving overseeing the preparation and processing of transactions, review, analysis, maintenance and adjustment of a variety of funds and accounts.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to retrieve and file materials.
Sitting for extended periods of time.