TEO COUNTY OFFICE OF EDUCATION

R, FISCAL SERVICES

Director, Internal Business Services, organize and direct the daily volved in the processing of transactions, and review, analysis, of assigned funds and accounts in designated areas such as payroll, eceivables and fiscal records management; coordinate, oversee and maintenance and auditing of a variety of financial and statistical s; supervise, train and evaluate the performance of assigned personnel.

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perations and activities involved in the processing of transactions, and and adjustment of assigned funds and accounts in designated areas ole, accounts receivable and fiscal records management; assure related by with established laws, codes, regulations, standards, policies and in developing and implementing payroll and/or accounting systems or processes. Supervise, train and evaluate the performance of assigned personnel; interview and select employees signment, termination and disciplinary actions; assign employee duties completeness and compliance with established requirements.

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

e input of a variety of financial and statistical data into an assigned and maintain automated records and files; generate a variety of to accounts, funds, reconciliations and other assigned duties; assure mandated reports are submitted to appropriate personnel according to established time lines.

Serve as a technical resource and liaison to personnel, outside agencies and others concerning 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 invology (a) 22 ra3a) 22 ra3

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.