

Humboldt County Office of Education

DIRECTOR OF FISCAL SERVICES

Classified Management

Position Summary

Under the general direction of the Chief Business Official, takes the lead and analyzes a wide variety of school business operating, accounting, budget, and financial activities involving the application of analytical skills and advanced knowledge of accounting principles and financial operations. Advises school district officials, district employees, and office personnel on legal and technical provisions relating to school finance and budgets. Serves as a primary point of contact with the California Department of Education Fiscal Services Department personnel regarding technical school business operations and policies. Plans, coordinates, and directly supervises business office staff who handle school district and county office audits and reporting services, county office budget and purchasing functions, computation of funding entitlements, review and certification of school district and county office attendance, financial and other cost data, and maintenance of the financial accounting system; and does other work as required. In consultation with the Chief Business Official, plans and coordinates the activities of the business office; serves in the absence of the Chief Business Official when requested.

Examples of Duties and Responsibilities

Reviews and applies relevant laws, regulations and legal opinions; reviews and analyzes procedural changes in the processing of financial data; maintains close liaison with the California Department of Education, county auditor-controller and county treasurer in matters of school district finance; represents the county office in a variety of settings as requested, including regional and statewide activities; assists in financial audits conducted by other agencies or independent auditors.

Provides support, assistance, training and direction to school district personnel in areas of state and federal reporting requirements; including, new or revised legislation, current accounting procedures, and budget development and forecasting through workshops, individual training, and correspondence.

Assists in implementing and administering school district fiscal oversight in accordance with current legislation; reviews the fiscal oversight process and the analysis of school district budgets and financial reports, assists with preparing communications and correspondence regarding school district financial reports.

Works with data processing staff in translating school district financial operations and needs into an automated reporting system; analyzes data processing systems for integrity and internal controls; coordinates the implementation and training enhanced software products; assists in analyzing state and federal financial software accounting and reporting requirements; assists in developing forms, procedures, and controls affecting financial reporting system requirements; coordinates and supervises HCOE staff responsible for school district budgeting and related reports, cost accounting, auditing and related business functions; coordinates the close of financial information for all districts each fiscal year.

Computes and prepares for certification school district and county office revenue limits; oversees the day-to-day operations associated with the administration of the County Office budget, financial reporting and purchasing activities; supervises the preparation and filing of various data reports; provides support to the SELPA in calculating and distributing special education apportionments; assists in monitoring and preparing required SELPA financial reports.

Conducts special studies and prepares reports when requested by Cabinet; leads in the preparation of user manuals and other written material regarding the financial reporting system.

Employment Standards

Education and Experience

Graduation from an accredited college or university in business administration or a related field, with substantial successful accounting experience involving functions in program budgeting, accounting, and reporting systems required. Additional supervisory experience and prior experience in an educational or governmental agency required. Consideration will be given to those with advanced experience as a substitute for a portion of the postsecondary education requirement. A CPA license or other documented formal accounting background is desirable.

Knowledge of:

- All applicable technology-based tools including electronic data storage and retrieval systems;
- The principles and practices of school accounting procedures;
- The complete principles and practices of program budgeting, accounting, and reporting systems;
- State mandated accounting and budgeting programs and procedures;
- The Education Code, Government Code and California Code of Regulations as they pertain to accounting procedures;
- School district revenue computations.

Ability to:

- Plan, organize, direct, and positively motivate others within the department;
- Use reasonably complex computerized data systems;
- Work effectively as a member of the leadership team in carrying out the mission of the county office;
- Develop and maintain new or revised accounting systems and procedures;
- Interpret office policies to school district personnel;
- Effectively evaluate the performance of all staff assigned and foster a positive climate within the department;
- Perform complex financial calculations;
- Conduct research of laws, rules, regulations and be able to render a logical interpretation of highly technical and/or complex procedures and regulations;
- Work well with other department and divisional personnel to ensure a positive and productive work climate within the office overall.

Additional Requirements

Individuals who serve as the Director of Fiscal Services must perform their services in the county office and in various district offices throughout the county. Travel out-of-county is periodically required. Public speaking skills, use of printed materials and electronic media and the ability to perform effectively even during peak work periods and within short timeframes are essential for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.