

## Humboldt County Office of Education

### **FISCAL ACCOUNTING/OPERATIONS SUPERVISOR** Classified Management

#### **Position Summary**

Under general direction of the Director of Fiscal Services, the Accounting/Operations Supervisor directs the work of various accounting personnel of the Business Office; performs specialized and technical services requiring application and interpretation of data, facts, procedures, legislation and policies, and experience in financial software applications; accounting theory and practice, data, facts, procedures, legislation and policies; provides highly responsible technical and administrative assistance to school district staff concerning fiscal operations; and does related work as assigned.

#### **Examples of Duties and Responsibilities**

Plans, assigns, supervises and evaluates the work of a technical accounting unit; coordinates day-to-day operations; supervises, the auditing of district invoices, checks, disbursements, and related documents for issuance of payment; supervises the payroll and benefit reporting units; supervises and monitors the auditing, posting, analysis and reconciliation of a variety of subsidiary ledgers and accounts; prepares monthly balances between computer lists and auditor records; coordinates and assists with month-end and fiscal year-end accounting entries for school districts and the county office; interprets and helps implement GASB and other accounting standards pronouncements; reconciles and distributes state, federal and local apportionments to the County Office, local school districts and charter schools; maintains payroll system master files; assures appropriate payroll dates, benefits deduction schedules and federal and state rate schedules; interprets and researches state and federal legislation affecting payroll; develops and maintains policies and procedures manuals for payroll, accounts receivable, accounts payable and external accounting processes; assists with the design implementation and maintenance of accounting systems and software for the purpose of meeting user needs; maintains the financial system district control files and records; assists data processing staff in understanding electronic filing and data submission requirements; coordinates with data processing staff in meeting data transmission deadlines; analyzes and incorporates electronic software applications into business office and school district operations; maintains a current knowledge of state and federal rules and regulations, financial software and other relevant information; provides assistance and guidance to County Office and school district personnel in the areas of payroll, business operations and state program accounting requirements; prepares and assists in the preparation of local, state and federal reporting requirements; leads or assists in conducting workshops which disseminate information regarding operating procedures and new software applications; works with and assists the district and county office independent auditors; supervisors, coordinates and assists in closing district and county office fiscal year-end financial records; and does related work as assigned.

#### **Employment Standards**

##### **Education and Experience**

Graduation from an accredited college or university in business administration or related field or at least five (5) years of increasingly responsible experience in school business functions and operations. Previous supervisory or coordination experience also required.

##### **Knowledge of:**

- Principles and practices of K-12 school accounting, finance and reporting requirements;
- Program budgeting, accounting and reporting procedures;

Accounting/Operations Supervisor – Job Description  
Page 2 of 2

- Fiscal and budgetary principles and practices;
- Standard accounting and bookkeeping methods;
- Financial analysis and research techniques;
- County business office activities and procedures;
- Trends, innovations, and practices in a wide array of technologies, including hardware, software, and peripherals.
- The Education Code, Government Code and California Code of Regulations as they pertain to school finance;
- Electronic spreadsheet and word processing applications;
- Principles of effective personnel supervision.

**Ability to:**

- Perform technical and specialized complex financial calculations;
- Work effectively as a member of the leadership team in carrying out the mission of the County Office;
- Plan, organize, direct and motivate the work of others;
- Effectively evaluate the performance of all staff assigned and foster a positive climate within the department;
- Work well with other department and divisional personnel to ensure a positive and productive work climate within the office overall;
- Give directions clearly and demonstrate organization and budget development skills;
- Work with computerized data storage and retrieval systems;
- Analyze and interpret new and revised legislation affecting school fiscal & budgetary affairs;
- Communicate effectively with and offer technical assistance in fiscal areas to district and other management personnel.

**Additional Requirements**

Individuals who serve as Accounting/Operations Supervisor provide services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted time frames are critical factors 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.

Management Schedule A  
Class 9

GTE:gb 1/3/13