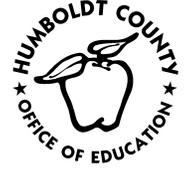


**Humboldt County Office of Education  
Business Manager**



**Job Summary**

Under general supervision of the Chief Business Official, takes the lead and analyzes internal accounting work requiring full professional competency for accounting records, budgetary controls, exhibits and reports; manages the development and maintenance of the County Office budget and related reporting requirements; serves as a technical resource and liaison to other departments, school districts and various outside agencies; develops and maintains confidential information pertaining to negotiations; and oversees or prepares a variety of financial records and reports. Plans, coordinates, and directly supervises business office staff that handles county office budget, purchasing and accounts payable functions, computation of funding entitlements, financial and other cost data, and maintenance of the financial accounting system; and does other work as required.

**Examples of Duties**

Supervise the development and monitoring of the County Office budget; review and verify data for County Office programs, including preparing revenue projections as needed; prepare data analysis of negotiation proposals and participate in discussions regarding proposal options; coordinate with internal divisions regarding the development and preparation of budgets; manage internal department support staff in resolving accounting, reporting and budgetary questions and/or issues, including designing and conducting training programs as needed; maintain and audit the budget development and salary analysis management system; confer with administrators on program financial status for the purpose of providing necessary information for them to make decisions, taking appropriate action and/or maintaining compliance with established guidelines; review and approve budget transfers, journal entries and cash transfers; oversee the auditing and reconciliation of internal general ledger accounts; supervise purchasing processes, including comprehensive purchase order and fixed asset systems; coordinate fiscal reporting of Medi-Cal (MAA) administration programs; conduct special projects as assigned; provide recommendations for system improvements and greater efficiency; oversee and participate in the preparation of financial reports to comply with state, federal and special project requirements; understand State School Attendance guidelines as related to County Office programs, providing review and analysis of state attendance reports and maintaining trend data; keep abreast of Governmental Board Accounting Standards for the purpose of ensuring compliance of financial reporting; provide assistance, support and training for business services to outside local agencies, such as the medical JPA.

**Education Standards**

**Education and Experience**

Bachelor's degree in Business Administration or comparable field and a minimum of five years of experience in fiscal record preparation and maintenance, including two years of advanced-level accounting and record keeping; supervisory or training experience highly desired.

**Knowledge of:**

- Accounting principles and practices;
- Laws and regulations pertaining to specific duties;
- The principle and practices and legal parameters of public funds purchasing;
- The methods and procedures related to competitive bidding;
- The methods, practices and terminology used in manual, semi-automated, and automated fiscal record keeping or bookkeeping;
- Proper supervision and/or training techniques;
- Office practices, methods, procedures and technologies;
- How to design and conduct in-service programs for staff.

**Ability to:**

- Coordinate and supervise the work of staff members to meet deadlines and respond to changes in workflow;
- Prepare, process and verify one's own and other's alpha and numeric information rapidly and accurately at an acceptable standard of efficiency and to meet assigned timelines;
- Analyze information and statistics and prepare reports, specifications, and correspondence;
- Make recommendations regarding and implement improved department policies and procedures;
- Make effective use of all relevant technology;
- Audit the work prepared by other school personnel;
- Follow and provide written and oral instructions;
- Work independently and effectively with minimal direction;
- Prepare, organize and maintain records and files;
- Present complex technical information to individuals, small and large groups effectively and with desired learning results;
- Professionally represent the office to other schools, businesses and agencies as necessary;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships;
- Lead the work of assigned department personnel;
- Read well enough to read fine print;
- Communicate effectively via telephone, in writing and in person;
- Have enough strength to periodically handle bulky and heavy files.