

JOB DESCRIPTION
December 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

**COORDINATOR,
EARLY CHILDHOOD EDUCATION, BUSINESS SERVICES**

General Purpose:

A Coordinator, Early Childhood Education (ECE), Business Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, ECE, Business Services manages the Early Childhood Education financial functions including preparation and monitoring of the budget; plans, organizes, controls and directs the fiscal activities and operations of ECE; ensures accurate accounting and compliance with regulations and established policies and procedures, develops and maintains adequate internal controls; files required reports to regulatory agencies; provides assistance and analysis on complex issues to the designated administrator and other Placer County Office of Education (PCOE) Managers as needed. This is a classified management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Supervises assigned personnel including hiring, training, evaluating and recommending reassignments, termination and disciplinary actions for technical accounting personnel; assigns and monitors work flow; provides guidance and support for assigned accounting projects; supervises preparation of county, state and federal reports to ensure accurate and timely reporting and compliance with California School Accounting Manual (CSAP), California Department of Education and other legal/regulatory guidelines.
- Manages and develops the ECE budget including developing the budget calendar, budget assumptions, prepares average daily attendance trend analysis and assist Program Managers and other Administrators with establishing budget limitations.
- Directs and manages the fiscal operations of ECE including accounts payable, accounts receivable, payroll, purchasing, grant accounting, position control, fixed asset accounting, inventory control, contracts, auditing, internal program attendance reporting, cost analysis, financial planning and funds management.
- Supervises general ledger activity including reviewing and analyzing all fund accounting entries, accruals and deferrals. Performs general ledger reconciliations, establishes and reviews other reconciliations as necessary.
- Manages the year-end close process including the annual Audit.
- Maintains financial and accounting records related to the fiscal and budget operations of ECE; prepares various statistical reports, financial/budget analysis, reconciliations, projections and regulatory reports; prepares and ensures timely and accurate submission of financial reports to state, federal and local agencies.
- Develops and monitors internal and other controls for the purposes of improving accounting procedures and maintaining the integrity of the accounting system, using a thorough knowledge of generally accepted accounting principles and knowledge of audit procedures.
- Acts as a resource to all ECE accounting staff and management providing financial analysis, program compliance analysis, guidance, support and recommendations; and analyzes, identifies and resolves complex issues.
- Establishes procedure and trains program support personnel in processes to maintain program requirements/regulations and PCOE/Board policies. Conducts audits as necessary to determine compliance.

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- Maintains a variety of fiscal information, including preparing related transactions and ensuring accuracy of such for the General Fund and all capital facility funds, special reserve funds and retiree benefit fund.
- Researches financial information and related legal issues, legislation, trends etc. for the purpose of evaluating compliance requirements and potential implication on county operations.
- Provides technical expertise, information and assistance as needed to the designated administrator regarding assigned functions; assists in the formulation and development of policies, procedures and programs; identifies resource needs; develops and implements policies and procedures; develops and implements goals, objectives and priorities for assigned areas.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information to perform functions.
- Directs and completes special projects as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in Business Administration or other related business field is preferred.

Experience:

- At least five (5) years of accounting or financial management experience is required, preferably including at least three (3) years experience in a supervisory capacity.

Knowledge, Skills and Abilities:

- Knowledge of leadership, management and accounting practices and principles including generally accepted accounting principles, governmental accounting and Governmental Accounting Standards Board current pronouncements.
- Knowledge of County Office of Education and California Department of Education financial, budgeting, information systems and personnel principles and procedures.
- Knowledge required to perform advanced math.
- Knowledge of laws, rules, regulations relating to ECE and County Office of Education business and financial activities.
- Skills required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills required to utilize pertinent software applications.
- Mental acuity to manage, interpret and implement rules, make policy decisions, evaluate results and make determinations relative to the effective performance of the tasks relating to ECE/PCOE Business Services department.
- Knowledge required to review and interpret technical financial information, create technical financial materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Ability to schedule a significant number of activities and routinely gather, collect and/or classify data.
- Flexibility required to work with others under a wide variety of circumstances.
- Ability to problem solve and analyze issues, create plans of action and reach solutions.

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- Ability to analyze and interpret policies; develop and implement policies and procedures; train and evaluate staff; facilitate meetings; and communicate with persons of varied cultural and educational backgrounds.
- Ability to work with COE and district staff, parents, community agencies, and other organizations.
- Ability to function as a positive, contributing member of an education team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 8

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Reviewed and Approved:

Superintendent: Gayle Garbolino-Mojica

Date: 12/16/2020

Human Resources: Collen Stetney

Date: 12/15/2020