

## JOB DESCRIPTION

February 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **COORDINATOR, INTEGRATED FISCAL SERVICES**

#### **General Purpose:**

The Coordinator, Integrated Fiscal Services is responsible to the County Superintendent and works under the supervision of the Associate Superintendent, Business Services. Plans, organizes, controls, and directs the activities, and operations involved with the implementation and customer support of the financial information systems required by Placer County Office of Education (PCOE) and the public agencies it serves. Coordinates assigned activities with other County Office of Education departments, school districts, and outside agencies and organizations. Provides responsible and complex assistance to help maintain PCOE's and districts' financial information system. This is a classified management position.

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

- Ensures financial information technology and services meet organizational objectives, complies with laws, regulatory requirements, Generally Accepted Accounting Principles (GAAP) and operational logistics.
- Coordinates financial information services with district offices, schools, other County Offices of Education, and county, regional, or state agencies and facilitates regular agency meetings to ensure stakeholder requirements are met and continued system innovation and process improvement occur.
- Provides direct resolution and communication to inquiries made by school districts and PCOE regarding processing of work/transactions, programming errors, calculation and balancing errors on the financial information system.
- Develops and administers customer training for financial information system and support systems, policies, and procedures to ensure effective operation and utilization of financial information systems.
- Provides assistance on a variety of financial, statistical, and budgetary statements and reports for submission to local, state and federal agencies.
- Oversees and assures the maintenance and retention of various fiscal records and information through the financial information system and current retention technologies.
- Assists districts in the areas of budget development, fund accounting, report preparation, and compliance with applicable laws, regulations, and GAAP utilizing technology and financial information systems.
- Coordinates and analyzes the work plan of PCOE's financial information system services to its district clients; meets with staff to identify and resolve issues and problems; coordinated work activities and projects; and analyzes and evaluates work products, methods, and procedures.
- Serves as liaison with vendors and as primary communication contact on financial Information System operations. Manages resolution process with the current financial information system vendor.
- Prepares and presents department reports and other necessary correspondence, including regular customer updates.
- Provides support, assistance, training, and direction to districts in all areas of fiscal and business services through correspondence, on-site visits, meetings, and workshops; and provides assistance in areas related to current accounting and business procedures and practices, staffing levels, and internal controls.

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- Provides input and advice to County Office of Education administration, staff, school district staff and public agency staff related to the development, modification, expansion, and evaluation of financial information systems; defines the necessary accounting and internal control requirements for financial information systems.

### **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 a job related field is required.

#### **Experience:**

- Specialized job related experience with increasing levels of responsibility is required.

### **Knowledge, Skills and Abilities:**

- Knowledge of financial information technology systems, capabilities, methods, and procedures; project management methods and tools.
- Knowledge of leadership, management, and accounting practices and principles.
- Knowledge of school district and County Office of Education accounting, financial, budgeting, information systems, and personnel principles and procedures.
- Knowledge of laws, rules, regulations relating to school district 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.
- Ability to schedule a significant number of activities and routinely gather, collect, evaluate, and/or classify data.
- Ability to work with others under a wide variety of circumstances.
- Ability to problem solve to analyze issues, create plans of action, and reach solutions.
- Ability to work with County Office of Education and district staff, vendors, 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.
- Certified Public Accountant license is preferred.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

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### 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:** 8

Reviewed and Approved:

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

2/7/24

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

2/7/2024