

JOB DESCRIPTION
July 2019

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

SENIOR DIRECTOR, DISTRICT BUSINESS SERVICES

General Purpose:

A Senior Director, District Business Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Senior Director, District Business Services plans, organizes, controls, and directs the activities, operations and staff of the District Business Services department. Coordinates assigned activities with other county office of education departments, county districts, and outside agencies and organizations. This is a classified management position.

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

- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Administers AB1200 district fiscal monitoring in accordance with current legislation; services as liaison between the districts, the County Office of Education, and the California Department of Education for various fiscal reporting, apportionments, and other data related information; oversees, monitors, and participates in the analysis of district fiscal status including cash flow, accounting transactions, fund balances, budget administration, expenditure control, average daily attendance (ADA), revenue projections, and expenditure projections.
- Primary responsibility for coordinating the evaluation of district LCAP's budget segments, cooperates with Educational Services to ensure that district LCAP's conform to state requirements.
- Directs and manages the external business services including: principal apportionment and all other federal and state revenue transfers; attendance data for county LEAs; CalSTRS and CalPERS data audits, contribution collections, and submission; cash reconciliation with county auditor for all LEAs; LEA check distribution, cancelling checks, and associated cash transfers; reconciling countywide revolving accounts; liaison with County Auditor and County Treasurer departments.
- Directs, coordinates, and analyzes the work plan of the District Business Services department's services to their district clients; meets with staff to identify and resolve issues and problems; assigns work activities and projects; monitors work flow; analyzes and evaluates work products, methods, and procedures.
- Prepares a variety of financial, statistical, and budgetary statements and reports for submission to local, state, and federal agencies; analyzes and reconciles financial statements; oversees and assures the maintenance and retention of various administrative and financial records and information.
- Assists districts and provides guidance in the areas of budget development, fund accounting, report preparation, and compliance with applicable laws and regulations. Provides relevant information regarding changing financial requirements and other issues which may impact district business operations.
- Serves as a district Chief Business Official when necessary; prepares district budgets, interim reports, and performs year-end closing duties.

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- Provides technical expertise, information, and assistance to Associate Superintendent-Business Services, 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.
- Prepares and presents department reports and other necessary correspondence.
- Administers the audit function in all assigned areas.
- Provides support, assistance, training, and direction to districts in all areas of fiscal and business services through correspondence, on-site visits, meetings, and workshops; provides assistance in areas related to current accounting and business procedures and practices, staffing levels, and internal controls.
- Provides input and advice to County Office of Education staff related to the development, modification, expansion, and evaluation of financial and student information systems; defines the necessary accounting and internal control requirements for financial and student information systems.
- Responds to and resolves difficult and sensitive inquiries and complaints; provides financial/budget analysis and recommendations to program administrators.
- Directs the preparation and maintenance of a variety of narrative and financial reports, records and files related to assigned activities and personnel; assures timely and accurate submission of reports to federal and state agencies.
- Directs, prepares, and presents a variety of special projects in related areas as assigned.
- Supervises Internal Business Services staff in the absence of Internal Director.

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 required.

Experience:

- At least five years of accounting or financial management experience is required, preferably including at least three years experience in a supervisory capacity.
- School district of County Office of Education Experience is highly desired.

Knowledge, Skills and Abilities:

- 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 required to perform advanced math.
- Knowledge of laws, rules, regulations relating to school district and County Office of Education business and financial activities.
- Knowledge required to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- 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.

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- Mental acuity to manage, interpret and implement rules, make policy decisions, evaluate results, and make determinations relative to effective performance of the tasks relating to the District Business Services department.
- Ability to schedule a significant number of activities and routinely gather, collect, 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 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 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.

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FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 6

Reviewed and Approved:

Superintendent:  Date: 9-4-19

Human Resources:  Date: 8-19-19