

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR, DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate distribution of financial, payroll and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; coordinate distribution of financial, payroll and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines.

Establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate resources with timelines and projects; review annual time line calendars; meet with the Director, District Business Services, Payroll Manager, Districts and other accounting personnel to review availability of resources within each unit, technical expertise, methods of distribution of information and data, and other matters as needed.

Provide resources, information and data to school districts as requested; contact State agencies, local agencies or other external resources to provide the information necessary to the school district or charter school in a timely manner.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide technical expertise to internal departments, school districts, charter schools, county offices of education, the Department of Education, FCMAT Regional Teams and others; analyze ledger postings, completion of revenue limit projection, completion of financial spreadsheets and other documents; provide assistance in the completion of district financial activity as needed.

Coordinate, conduct and attend workshops/training sessions and various meetings; compile materials,

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determine effective methods of distributing information and collaborate with staff and secretarial support to provide handouts and related information.

Distribute calculations of in-lieu property taxes for Charter School funding for budget development, annual cash flow projections and other financial data.

Coordinate and direct the resolution of issues related to PERS/STRS retirement reporting and quarterly/annual payroll tax reporting between agencies and the Payroll Manager, Districts and Director, District Business Services.

Maintain current knowledge of trends, practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, district financial records, fiscal accountability and other assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direct of the allocation of departmental resources to assure fiscal compliance of County Office school districts Revenue limit projections and charter school funding.

Accounting practices of school finance.

STRS/PERS reporting requirements.

Principles and practices of long-range and strategic planning in an educational setting.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations and speaking techniques.

ABILITY TO:

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Plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts.

Establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators. Coordinate distribution of financial, payroll and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines.

Assure compliance with PERS/STRS retirement reporting and quarterly/annual payroll taxes

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Prepare and deliver oral presentations.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in business administration, public administration or related field and five years of business services or school business accounting experience including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.