MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
BUSINESS SERVICES MANAGER

Under the general direction of the Director of Business Services, plans, organizes and directs the fiscal functions of the department that include budget accounting and auditing, and acts as a liaison between the Marin County Office of Education and school districts in Marin County.

DUTIES AND RESPONSIBILITIES:

- Establishes and supervises accounting and auditing procedures required under the provisions of the State of California Educational Code;
- Supervises preparation of the MCOE Budget;
- Maintains controls over financial transactions,
- Advises Marin County Office of Education and school district officials and employees on provisions relating to school finance, budgets, retirement systems, etc.;
- Coordinates work of accounting and auditing sections with work of individual school districts;
- Works with the State Department of Finance and the State Controller;
- Supervises and assists in the preparation of annual financial reports to the State Department of Education and other financial reports as required;
- Acts as a liaison for the office with the County Auditor/Controller and County Treasurer in matters affecting Marin County Office of Education and school district finances;
- Develops new and revised procedures for the Business Office;
- Supervises personnel assigned;
- Plans and conducts workshops on pertinent topics affecting school finance for Marin County Office of Education and Marin County School Districts' personnel;
- Under AB1200 fiscal oversight responsibilities provides assistance and direction to school districts in Marin County and performs related work as required.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor’s degree in accounting, public administration or business administration including courses in government accounting and computer applications.

and

EXPERIENCE: Five years of increasingly responsible experience as an accountant or auditor, including at least three years in supervisory accounting work, preferably in a County Office of Education or school district.

and

KNOWLEDGE OF: Accounting and auditing principles and practices; budgeting procedures and fund accounting; human relations in management techniques; applicable provisions of the State Education Code; taxation and assessments as they affect school district operations; computerized accounting systems and the California School Accounting Manual.

and

ABILITY TO: Perform and supervise complex accounting and auditing work; determine computer application feasibility, systems analysis and program budgeting; interpret laws and regulations and apply them in practical situations; develop budgets and multi-year projections; perform complex financial analysis; prepare comprehensive reports; work harmoniously and effectively with others; work under pressure; train and supervise subordinate personnel.