

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

DIRECTOR OF BUSINESS SERVICES

DEFINITION

Under the direction of the Assistant Superintendent, Business Services, supervises the Marin County Office of Education Business Services Division; coordinates the development of the Marin County Office of Education budget utilizing historical trends and financial forecasting; reviews and approves County and school district budgets, interim and annual financial reports, audits, and apportionments; provides business administration support for the Marin Special Education Local Plan Area; supervises accounting services and the preparation of the financial

School Insurance Authority; reviews and approves all state and federal financial reports; provides assistance to school districts in business and financial areas; develops and implements inservice training programs for the Marin County Office of Education and school district business service staff; prepares a variety of financial and statistical, reports; performs technical accounting work as required; acts as liaison with County Auditor/Controller and County Treasurer in matters affecting the Marin County Office of Education and school district finances; and performs other related work as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

DUTIES AND RESPONSIBILITIES

1. Monitors all aspects of the Marin County Office of Education budget.
2. Establishes, reviews, and supervises the maintenance and control of financial recordkeeping functions and systems; prepares, reviews, and verifies a variety of accounting reports in conformance with laws, codes, regulations, and audit guidelines.
3. Performs fiscal oversight responsibilities related to school district budgeting, accounting, auditing, payroll processing, and related business functions.
4. Coordinates with Information Services the planning and developing of programs and procedures that support an integrated accounting, budgeting, payroll and recordkeeping system.
5. Reviews, analyzes, recommends, and implements procedural changes in the processing of financial/payroll data, supervises the preparation and filing of various data reports including student attendance, payroll, and financial/cost analysis.
6. Prepares and presents inservices and workshops to train County Office and school district business staffs; advises the districts and various departments of the County Office on a variety of accounting standards and procedures, the use of the financial and payroll system, legislation and/or regulations.
7. Prepares the special education program charge-backs and the financial plan distribution for the Marin County Office of Education and the school districts in the Marin Special Education Local Plan Area in cooperation with the SELPA Director.

8. Supervises and evaluates business office personnel.
9. Performs necessary calculations and prepares reports and statistical bulletins as needed; Assists with the examination and evaluation of internal controls; reviews and applies relevant laws, regulations, and legal opinions related to fiscal issues.
10. Attends workshops, conferences, meetings, and seminars pertaining to school business and finance.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in accounting, public administration, or business administration including course work in governmental accounting and computer applications.

Experience: Five years of increasingly responsible experience as an accountant or auditor, including at least three years in a supervisory position, preferably at a County Office of Education or public school district

Knowledge of: Accounting and auditing principles and practices; budgeting procedures and fund accounting; human relations; management techniques; applicable provisions of the California Education Code; taxation and assessments as they affect school district operations and computer applications.

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; work under pressure; prepare comprehensive reports; work harmoniously and effectively with others; train and supervise County Office business personnel.

11/1/91
10/27/98
11/10/98