

**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.