

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

CHIEF BUSINESS OFFICIAL

DEFINITION:

Under general direction from the County Superintendent, supervise and lead the fiscal services department, oversee Yuba County Office of Education (YCOE) budget preparation, accounting functions and coordinates activities necessary for the efficient operation of all fiscal services functions. Coordinates and collaborates activities with other divisions, departments, school districts, and outside agencies. Supervise staff, which may include classified and classified management staff. Perform complex accounting work requiring full professional competency; prepare financial reports, comprehensive and complete budget documents; and other duties as assigned. Serves on the Superintendent's Executive Cabinet.

DUTIES AND RESPONSIBILITIES (include but not limited to):

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.)

Staff Supervision, Training and Evaluation

- Direct and supervise all business and accounting functions of the county office.
- Coordinate, assist, train, supervise and evaluate the work of assigned staff.
- Develop, audit and monitor budget and other fiscal reports.
- Perform or assist with employee interview and selection process in accordance with county philosophy and procedures.
- Develop or provide applicable training opportunities for business, accounting and computer skills.
- Supports and assists fiscal coordination in daily operations of the fiscal department and allocation of duties within the department.

Fiscal Compliance and Controls

- Maintain accounting accuracy, budgetary functions, and internal controls through the development of procedures and auditing functions.
- Acquire and maintain current knowledge of all applicable state, federal, and local laws and regulations.
- Assist with require contract management.
- Oversee program report submittal for state and federal grants.
- Coordinate periodical reviews by independent audit agencies and provide required financial data.
- Review subsequent audit reports, develop new procedures or responses as necessary.

Financial Reports

- Oversee revenue and expenditure estimates for internal budgets, interim reports, negotiations, multi-year projections, cash flow projections and all other required reports.
- Coordinate and complete the budget and interim financial reports for all internal programs and other special funds in an accurate and timely manner.
- Prepare and present written and oral report presentations to a variety of audiences that communicate complex fiscal data.
- Responsible for fiscal services items placement and presentation of items on the Board agenda.
- Presents financial information to Board, Superintendent and Executive Cabinet.

Support Services

- Advise on financial implications of legislation and ensure compliance with all applicable laws and regulations.
- Meet with program administrators and staff to advise in the area of all business functions.
- Perform special studies and make recommendations to management that assist in formulation of new policies or procedures.
- Collaborate with County Superintendent, Assistant Superintendents, Directors, and Fiscal Coordinators with development of goals and priorities for the Business Services Department.
- Attends a variety of State and local meetings. Coordinates and supports training of internal staff and school district staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's degree from an accredited college or university with major coursework in accounting or business administration, or a closely related field.
- Master's degree preferred.
- At least five years of increasingly responsible financial management and accounting experience (or closely related field), in public education, including three years of administrative, supervision, project management, and evaluation experience.
- CBO Certification program preferred and experience at a county or school district level is desirable.

Knowledge of:

- Concepts, principles and practices of governmental accounting, budget development, auditing, financial administration reporting and controls.
- Federal, State, and local laws relating to California School Accounting for all programs operated by the COE
- Principles, concepts and techniques of conducting feasibility studies, cost benefit analysis, system studies, budgeting and staffing projections; computer systems and financial programs, including spreadsheet and word processing software, accounting software, state reporting software and all aspects of technology for efficiency.
- Fiscal oversight and legal compliance for State Deferred Maintenance and Facility programs, Attendance, Student Body and Mandated cost functions.
- Principles and techniques of organization and administration, including effective personnel training and supervision.
- Current information and resources to identify solutions, trends and make recommendation in the area of financial matters.

Skill and Ability to:

- Effectively coordinate, assist, train, supervise and evaluate the work of assigned staff.
- Develop, audit and monitor budget and other fiscal reports.
- Research, interpret, and project revenue, expenditures, ending balance and cash flow.
- Analyze and interpret statistical reports, financial and legal documents and regulatory requirements then explain in non-technical terms to a variety of audiences.
- Prepare and present written and oral reports to administrators, staff, board, parents and community members.

- Carry out complex projects independently within limited time constraints.
- Understand and apply pertinent laws and regulations.
- Anticipate needs of County Superintendent and assist with deadlines.
- Establish and maintain cooperative, effective working relationships with those contacted in the performance of duties required.
- Build relationships with County Office staff, school districts, and other governmental agencies.

PHYSICAL REQUIREMENTS

- Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
- Ability to withstand the occasional long hours in a day to meet the rigors of the job.

WORK ENVIRONMENT

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with staff, district staff and the public.

Licenses and Certificates

Must possess a valid California driver's license issued by the State Department of Motor Vehicles.