

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
DIRECTOR OF BUSINESS SERVICES**

DEFINITION:

Under supervision of the Assistant Superintendent-Business Services, the Director of Business Services will perform management duties that require a high degree of organizational, planning, personnel, accounting and business skills which will be applied in dealing with administrators, business and clerical staff. The position involves extensive analytical, interpretive, communication and public administration activities, in a computerized reporting environment. This position is responsible for planning, organizing, controlling and directing various aspects of business services, both internally as well as in relation to Tehama County school districts and charter schools; providing advice, support and oversight to county districts in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.

ESSENTIAL DUTIES AND JOB FUNCTIONS:

- Oversight of districts' budgets and financial reports to proactively identify potential solvency issues and coordinate all district fiscal oversight activities related to AB 1200. Review and certify interim budgets and prepare recommendations of approval or disapproval for dissemination to the State and individual district's Board.
- Review districts' collective bargaining agreements required by AB1200 and make recommendations to districts if the multi-year impact on the district's economic uncertainties reserve shows the district below the State required amount.
- Serve as district liaison for audits; prepare related documents for audits and submit to appropriate agencies as assigned; assist district in establishing internal controls needed due to an audit finding.
- Provide advice, support and oversight to county districts in areas related to budgets, accounting procedures and practices, legal issues, bid preparation, training, projections, strategies, receipt of revenues, payment of obligations, payroll and other finance-related matters.
- Assist districts to prepare revenue and expenditure forecasts and enrollment and attendance projections; provide county-wide budget assumptions for the development on interim budgets; prepare revised revenue forecasts as needed; assist Districts with the review, comparison and analysis of actual revenues and expenditures for each interim period; advise/assist in the preparation of interim documents including cash flows, multi-year projections, and Board narratives.
- Assist districts in the annual closing process; review, compare and analyze revenues, expenditures, outstanding obligations and receivables; assist with preparation of budget revisions, make recommendations, and determine district's ending balances.
- Review, interpret and communicate legislative laws, Education Code, and other legal issues to school district administrators and staff, and County Office administrators.
- Serve as a resource for the coordination of staff development of district staff in the use of computerized financial systems, account code system, accounting procedures, attendance accounting, AB 1200 compliance, tracking long-term debt and other financial and business-related matters.
- Monitor various fiscal activities including the audit of school district's payroll, pre-payment

audit of commercial warrants and related processes, cash transfers between school district funds or between ledgers, preparation of loans between district's funds or ledgers, financial reviews, deferred maintenance program reviews, and other diverse activities.

- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct and/or prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with the public, press, and parents regarding concerns or questions.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.
- Approve new users and appropriate security levels on the financial system; approve exiting user security changes.
- Participate on special projects as directed.
- Perform related duties as assigned.
- Drive occasionally for department business (optional).

KNOWLEDGE OF:

- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California Accounting manual.
- Board policy and administrative regulations.
- State and federal time lines and processes.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements of school districts related to budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Operate the financial software system and train others in the proper operations of the system.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain current knowledge of related legislation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business, accounting, public administration or related field and five years increasingly responsible experience in school district auditing, budgeting and administration.
- Master's degree in business, accounting, or public administration or CPA preferred or
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position. Increasingly responsible experience in public accounting or school business administration with at least four (4) years at a management level in a complex computerized environment.

Preference will be given to applicants with experience in school auditing, business administration and school business administration.

PHYSICAL DEMANDS:

- 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.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013