

Tulare County Office of Education

July 1, 1993

DIRECTOR, INTERNAL BUSINESS SERVICES  
(Management Position)

DEFINITION:

To plan, organize and supervise the general accounting, accounts payable, accounts receivable and related accounting activities; to perform professional accounting duties related to internal audit functions; and to provide highly responsible technical assistance to an Assistant Superintendent.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Superintendent, Business and Administrative Support Services.

Exercises direct supervision over assigned accounting clerical personnel.

EXAMPLES OF DUTIES: - Duties may include, but are not limited to the following:

Assist in the development and implementation of goals, policies, and priorities relating to the accounting, budget and financial management activities.

Plan, organize, and coordinate assigned areas of responsibility such as financial accounting, payroll, accounts payable, accounts receivable and purchasing.

Plan and assign the work of subordinates; check and verify the accuracy of accounting work performed in maintaining records of financial transactions.

Maintain and control financial records related to County Schools Service Fund (CSSF); develop the CSSF budget; monitor expenses, billing and contracts.

Provide advice and counsel to management regarding budget preparation; locate and compile budget data; make financial projections; prepare preliminary and final budget reports.

Locate and compile data and prepare financial reports and statistical summaries such as the annual budget report; present reports to the Board as necessary.

Respond to requests for information and assist auditors in their review of financial records.

Train and evaluate assigned personnel in office operations and procedures; answer questions regarding the Federal, State and County regulations.

Prepare special financial and budgetary reports as requested.

Act as a liaison and resource person between the Department and various local, State and Federal agencies; review reports for compliance with State, Federal and local ruled and regulations.

Analyze fiscal impact of new and/or proposed legislation on the financing of programs.

Maintain inventory; order office supplies and equipment.

Provide highly responsible technical support to the Assistant Superintendent.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- .Principles and practices of school finance accounting and auditing.
- .Principles and practices of budgeting.
- .Principles of supervision, training and evaluation.
- .Federal, State, and County laws, rules and regulations pertaining to school finance.
- .Modern office practices, procedures, methods and computer equipment.

Ability to:

- .Analyze and interpret financial and accounting records.
- .Prepare financial statements, reports and analyses.
- .Design and install new and improved accounting and recordkeeping systems.
- .Plan, assign and supervise the work of assigned staff.
- .Interpret and apply policies, laws and rules.
- .Communicate clearly and concisely, both orally and in writing.
- .Supervise, train and evaluate technical and clerical personnel.
- .Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional accounting experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or related field.