

Tulare County Office of Education

July 1, 1993

DIRECTOR, EXTERNAL BUSINESS SERVICES
(Classified/Management)

DEFINITION:

To plan, organize, and supervise the accounting services provided to school districts including auditing, attendance reporting, and financial systems; to perform professional accounting duties related to school district financial and budget functions; and to provide highly responsible technical assistance to the 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:

Plan, organize, and supervise programs to provide accounting, auditing, payroll, and vendor claim services to school districts; supervise and review the district payroll, attendance systems, financial controls and revolving funds.

Supervise, train and evaluate personnel assigned to the payroll, accounting and financial units.

Select, supervise, train and evaluate assigned staff.

Recommend changes and improvements in the auditing, accounting, attendance reporting and payroll reporting activities of the business services office.

Assist the Assistant Superintendent in the preparation of financial and statistical reports and in conducting financial studies and analyses; prepare and/or review State and Federal reports for districts based upon data generated by the accounting office and by districts.

Assist school districts in the preparation of budgets, financial reports and in the development of accounting systems and other business procedures; audit district internal business procedures.

Monitor the handling of cash receipts and deposits for districts.

Design, facilitate and conduct inservice training programs for accounting office staff and for district staffs in business related areas.

Maintain liaison with other agencies and internal programs of the Department for the purpose of identifying and implementing solutions to business and financial operations problems.

Review and approve district reports to the State Department of Education regarding fiscal matters.

EXAMPLES OF DUTIES:

Develop bulletins, memoranda, reports, and other communications to school districts and internal staff regarding State reporting systems development changes, and other areas of assigned responsibilities.

Examples of Duties, continued:

Respond to the most difficult inquiries, complaints and concerns from the general public, community organizations and school district officials.

Maintain inventory; order office supplies and equipment.

Provide highly responsible technical support to the Assistant Superintendent.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Concepts, principles and techniques of budget development and administration, accounting, and financial administration and reporting.

Federal, State and local law relating to California school budgeting, accounting, and reporting.

Effective auditing, reporting, and cash management techniques and practices.

Research methodologies applicable to the analysis of finances and policies.

Principles of supervision, training, and evaluation.

Ability to:

Plan, organize and coordinate the work of assigned staff.

Analyze problems, identify alternative solutions, project con-

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sequences of proposed actions, and implement recommendations in support of Department goals.

Understand, interpret and apply laws, rules and regulations as they apply to the Department of Education.

Develop and coordinate effective training programs, and conduct training programs in business related areas.

Supervise, train, and evaluate technical and clerical staff.

Communicate clearly and concisely, both orally and in writing.

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 a related field.