

JOB DESCRIPTION

Job Title: Accounting Officer, External Business Services (5913)

Job Summary:

Under the supervision of the direction of the External Business Services (EBS) Director and/or designee, supervise, coordinate, guide, review, and manage the work of external business accountants and provide direction and training to district personnel and TCOE staff on proper budgetary and accounting procedures. This position will provide budgetary and accounting support to complete contracted services and will oversee and lead the completion of school district budget reviews, audit report reviews, Local Control Funding Formula calculations, property tax reporting, cash deposit processing, apportionment processing, salary disclosure reviews, bond fund postings, cash transfer postings, cash flow monitoring, monthly cash reconciling, and year-end close processes.

Essential Duties:

- Provide technical advice and coordinate direct fiscal management services to external business accountants; interpret and provide guidelines, applicable regulations, and policy provisions; respond to concerns, and provide solutions to related problems.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Assist director and external business accountants with year-end closing procedures including district reviews, completion of final LCFF calculators, calculation of year-end accruals, and completion of unaudited actuals for contracted districts including completion of GASB 34 conversion, fixed asset schedule, long-term debt schedule, and all other supplementary informational reports related to year-end reporting.
- Coordinate and ensure timely and complete submission of school district budgets, interim reports, unaudited actuals, and attendance reports by statutory deadlines.
- Coordinate and lead completion of school district budget reviews, LCFF calculations, attendance reporting and other state or federal mandated reporting requirements.
- Assist the director in drafting budget and interim budget approval letters.
- Supervise and provide support for all tasks managed by the external business accountants, including but not limited to, board presentations and FCMAT reporting.
- Present and effectively communicate information and guidance to school district and departmental staff.
- Work in conjunction with director to act as a technical resource to school administrators concerning school business accounting and budget issues.
- Assist the director in the development and implementation of department goals, objectives, priorities, policies, and standard operating procedures as appropriate to support efficient and accurate fiscal oversight and support activities and compliance with applicable laws and established procedures.
- Provide guidance on proper records management practices.
- Adhere to the schedules, policies and procedures as determined by the Tulare County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Work collaboratively with director and team members to assure the effective and efficient operation of the department.
- Design, facilitate and conduct in-service training programs for school district and external business accounting staff.
- Support the director and accounting staff to provide help during peak reporting and review periods.
- Assist and support the successful completion of all county office AB1200 functions outlined under education code.
- Perform other related duties, as assigned.

Responsibilities: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- analyze and evaluate situations accurately and adopt an effective course of action;

- direct, prioritize and schedule assignments, coordinate activities, information, personnel, and resources to assure program operations run smoothly and effectively;
- provide school business-related advice, support and oversight to school districts and TCOE administrators;
- represent the County Superintendent to school districts;
- prepare, present, and monitor financial trends and activities;
- prepare clear and concise written correspondence; prepare and deliver oral presentations;
- provide leadership on financial issues;
- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, and punctuation;
- operate a computer and utilize accounting software and systems to enter data, compile information and generate reports and forms.

Knowledge of:

- school district budgeting, accounting, reporting, auditing, and business procedures and operations;
- financial analysis and projection techniques;
- generally accepted accounting and auditing principles, practices and procedures;
- financial and statistical record-keeping techniques;
- board policy and administrative regulations;
- state and federal timelines and processes;
- standard business practices, procedures, and internal controls;
- principles of management, supervision, and training;
- statistical, research, and survey methods;
- applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities;
- County Office organization, operations, policies and objectives;
- attendance reporting requirements and gann calculations;
- educational programs and other corresponding program compliance requirements;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- interpret, apply, and explain Federal, State and local rules, regulations, policies and procedures;
- work and communicate effectively with people of various education and socioeconomic backgrounds;
- work accurately and independently with great attention to detail;
- prepare comprehensive narrative and statistical reports;
- direct the maintenance of a variety of reports and files related to assigned activities;
- establish and maintain effective working relationships with county staff, school district staff, employees, and outside agencies;
- write clear and concise technical instructions, memos, and correspondence;
- supervise, train and evaluate professional, technical and clerical staff;
- communicate effectively, both verbally and in writing, with staff and other professionals.

Experience Required:

- Four years of experience in governmental accounting, auditing and financial reporting processes required.
- Three years of experience as a business manager in a school district or county office of education preferred.

Education Required:

- Bachelor's degree in accounting, business administration, or a related field.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.