

Job Summary:

The Accounts Manager CCTC, assists the Executive Director of the Program in the planning, organization, and development of program budgets, financial reports, data collection, candidate and mentor living stipends, independent contracts, agency agreements, grant writing, and project evaluation procedures provided to the CCTC department. The Accounts Coordinator/Manager will travel in-state and out-of-state to facilitate trainings, attend state and federal grant convenings, present at conferences, train and supervise classified staff.

Essential Duties:

- Assist the Executive Director for the purpose of seeking new state and federal funding.
- Collaborate with team in grant writing for additional state and federal funding.
- Provide technical advice and monitor state and federal grants;
- Interpret state and federal grant guidelines and regulations;
- Develop and monitor budgets for the department;
- Create and monitor candidate and mentor living stipends, independent contracts, agency agreements, and project evaluation;
- Train and provide work direction and guidance to assigned classified personnel;
- 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 closely with business departments from project partners;
- Supports the Executive Director and team to provide help during grant reporting periods;
- Advise/train participating candidates for the purpose of explaining living stipend grant requirements;
- Coordinate and conduct meetings with partners to review independent contracts and agency agreements.
- Perform other related duties as assigned;

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Knowledge of:

- school district budgeting, accounting, reporting, auditing, and business procedures and operations.
- budgetary analysis and projection techniques.
- grant Accounting administration, and implementation.
- financial and statistical record-keeping techniques.
- state and federal timelines and processes.
- standard business practices, procedures, and internal controls.
- applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities.
- correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- county Office organization, operations, policies and objectives.
- Local Control and Accountability Plan (LCAP).
- educational programs and other corresponding program compliance requirements.

Skills to:

- meet schedules and timelines.
- work with accuracy and attention to detail.
- effectively plan, organize, and prioritize assigned work.
- interpret, apply, and explain Federal, State, and local rules, regulations, policies, and procedures.
- maintain consistent and punctual attendance.
- operate a variety of office equipment, including but not limited to a computer and assigned software applications.

Ability to:

- direct, prioritize and schedule assignments, coordinate activities, information, personnel, and resources to assure program operations run smoothly and effectively.
- provide school grant-related advice, support, and oversight to program partner.
- collect accurate data to assemble and deliver required budgetary reports.
- prepare, present, and monitor financial trends and activities.
- establish and maintain open and cooperative relationships with school district, TCOE and outside agency staff.
- safely and successfully perform essential job duties.
- maintain a safe work environment.

Experience Required:

- Four years' experience in business, auditing, and/or financial reporting processes.
- 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.
- Master's degree preferred.
- Chief Business Officer (CBO) certificate preferred.

Other Requirements:

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

FLSA Status: Non-Exempt

February 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.