



Leadership • Collaboration • Support

**JOB TITLE: Director, District Business Services**

**Classified Directors Salary Schedule, Range, 5**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under the general direction of the Deputy Superintendent Administrative Services and Operations, to establish and revise accounting procedures; to supervise accounting and financial operations and record keeping activities; to conduct accounting analyses and prepare financial statements; to reconcile cash; to conduct audits of Local Educational Agencies (LEA) funds and accounts; to review and analyze LEAs' annual budgets, first and second interim reports, unaudited actual reports, independent audit reports and make recommendations regarding financial status, and perform related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Deputy Superintendent Administrative Services and Operations

**JOB REQUIREMENTS AND QUALIFICATIONS**

- A degree in accounting, business administration, or economics from an accredited four-year college strongly desired.
- Four years of professional accounting experience, preferably with a governmental agency.
- Three years of experience as a district director of fiscal services or other similar qualifying experience.
- CPA or MBA preferred.
- Must possess a valid California driver's license.

**Knowledge of:**

- California LEA budgeting, accounting and fiscal principles and practices, auditing and inventory control procedures.
- School district financial software.
- PC-based spreadsheets, word processing, and accounting software.

- Fund accounting.
- Tax and revenue anticipation notes funds.
- Certificates of Participation and other long-term debt.
- Redevelopment funds and Mello-Roos.

## **ESSENTIAL DUTIES**

- Leads school district administrators and managers in budget development and budget monitoring.
- Independently reviews LEA budgets and first and second interim reports and unaudited actual reports and make recommendations to the County Office Deputy Superintendent Administrative Services and Operations as to LEAs' solvency.
- Interprets LEAs' budgets, accounting and fiscal procedures, and policies and regulations.
- Keeps Deputy Superintendent Administrative Services and Operations and Cabinet informed of all budget and financial issues which may affect the financial operations and records of the LEAs.
- Prepares and presents oral and written reports.
- Establishes and maintains cooperative working relationships with team members, school administrators, and the general public.
- Assembles and analyzes data and make appropriate recommendations for fiscal and budget actions.
- Works with the California Department of Education in coordinating the reporting of LEA information as appropriate.
- Attends and participates in various County Office of Education oriented committee meetings.
- Establishes and maintains cooperative working relationships with staff and administrators of Solano County.
- Directs and supervises the accounting functions of the County Office of Education's District Business Services team.
- Supervises all District Business Services functions in the County Office of Education.
- Conducts reviews and analyses of accounting and budget information and reports.
- Plans and directs the automation of existing processes and plans and develops new processes as needed.

- Reviews periodic financial statements and reports.
- Regularly reviews cash flows.
- Carries out special studies to assist the Deputy Superintendent Administrative Services and Operations, Cabinet, and Senior Managers in the formulation of new policies and procedures.
- Assists the Deputy Superintendent Administrative Services and Operations and school district administrators in annual budget preparation and review.

**MARGINAL DUTIES**

- Instructs, trains, and supervises district business services personnel in general ledger accounting, attendance accounting, payroll and retirement procedures, and other financial record keeping operations.
- Conducts audits of all the LEAs’ funds or accounts.
- Trains and instructs personnel in accounting and business procedures.

**SUPERVISION RECEIVED**

Deputy Superintendent Administrative Services and Operations

**SUPERVISION EXERCISED**

District Business Services Department managers and team members

**PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
Lifting – lbs. (0-25)		Lifting (2)		Bending (2)
Pushing and/or Pulling Loads (2)		Reaching Overhead (2)		Kneeling or Squatting (2)
Climbing Stairs (1)		Climbing Ladders (0)		