



Leadership • Collaboration • Support

JOB TITLE: Director, Internal Business Services

Classified Directors Salary Schedule, Range 5

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the general direction of the Chief Business Official, 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 County Office funds and accounts; to prepare and control SCOE's annual budget and do related work as necessary. Directly supervises all Internal Business Department staff.

DIRECTLY RESPONSIBLE TO

Chief Business Official.

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.
- CPA or MBA preferred.
- Must possess a valid California driver's license.

Knowledge of:

- California public school budgeting, accounting and fiscal principles and practices, auditing and inventory control procedures.
- PC-based spreadsheets, word processing, and accounting software.

Ability to:

- Lead County Office administrators and managers in budget development and budget monitoring.
- Plan, organize, and efficiently direct the accounting programs of the County Office.

- Prepare clear and concise financial reports.
- Interpret County Office budget, accounting and fiscal procedures, policies and regulations.
- Instruct, train, and supervise business office personnel in bookkeeping and financial record keeping operations.
- Keep Chief Business Official and Cabinet informed of all budget and financial issues which may affect the financial operations and records of the County Office.
- Prepare and present oral and written reports.
- Establish and maintain cooperative working relationships with subordinates, school administrators and the general public.
- Assemble and analyze data and make appropriate recommendations for fiscal and budget actions.

EXAMPLES OF DUTIES

- Directs and supervises the accounting functions of the County Office.
- Supervises all internal business functions in the County Office.
- 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 the cash flow of the County Office.
- Conducts audits of all County Office funds or accounts.
- Trains and instructs personnel in accounting and business procedures.
- Carries out special studies to assist the Chief Business Official, Cabinet and Senior Managers in the formulation of new policies and procedures.
- Assists the Chief Business Official and administrators in annual budget preparation and review.
- Directs and supervises position control.
- Responsible for Tax and Revenue Anticipation Notes Funds oversight.

- Responsible for the issuance and monitoring of Certificate of Participation and other long-term debt.
- Responsible for Redevelopment Funds oversight.

SUPERVISION RECEIVED

Chief Business Official.

SUPERVISION EXERCISED

Internal Business Department managers and staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

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)