



Leadership • Collaboration • Support

JOB TITLE: Internal Business Services Manager

Classified Managers Salary Schedule, Range 14

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Coordinates, organizes, and performs complex professional budget and accounting work in the computation, recording, and reporting of financial transactions. Monitors and maintains budgetary, finance, cost, payroll, and other financial records. Recommends, plans, develops, and implements new and revised accounting procedures. Leads and directs the work of accounting professional and technical employees.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience:

Generally, any combination equivalent of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical method to obtain the required knowledge and abilities would be: three (3) years of directly related and progressively responsible experience in accounting and budgeting at the professional level, including experience in school or governmental accounting, and experience with governmental business systems software.

Knowledge of:

- Governmental accounting and business systems software.
- Accounting and budgeting principles, practices, and methods; governmental accounting preferred.
- Concepts and applications of integrated information systems, primarily around financial systems and accounting operations.
- Financial and statistical record keeping and reporting practices and techniques.
- Proper internal controls and audit principles and practices.
- Operation of standard office equipment, personal computers, and software, such as Microsoft Excel and Word; proficiency in Excel required.

- Education code, government code, labor code, state and federal laws and generally accepted accounting principles (GAAP), as they pertain to school and charter school finance and apply as appropriate.

Ability to:

- Develop, prepare, and maintain complex accounting, budgeting, and auditing systems, including procedures and processes.
- Prepare complex accounting and auditing reports.
- Analyze complex financial problems and recommend solutions.
- Effectively utilize automated accounting information systems and governmental business systems software applications.
- Interpret and apply appropriate laws, rules, and regulations.
- Establish and maintain effective working relationships in the course of duties and assignments.
- Communicate effectively, both orally and in writing.
- Direct, lead, and supervise the work of others.
- Compile and interpret budget data and prepare financial forecasts.
- Coordinate multiple projects simultaneously.
- Participate in technical and administrative decision making and problem solving.

ESSENTIAL DUTIES

- Performs personnel administrative functions (e.g., recruiting, assigning work, monitoring, evaluating, supervising, counseling/coaching, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within the department.
- Assists in the dissemination of organizational culture using the servant leadership skills of collaboration, support, and the demonstration of leadership.
- Coordinates, plans, and organizes the operation and maintenance of accounting and budgetary items in internal business services, including payroll, accounts receivable, financial reports, and special projects.
- Plans and develops procedures for preparing fiscal reports and for maintaining or storing specialized or centralized control of accounting and financial records.
- Analyzes, interprets, and administers laws and regulations relating to accounting and budgetary control systems.

- Advises and assists accounting personnel with accounting reporting and cost-target systems and operations.
- Assists in the gathering, classifying, and summarizing of data, as in the compilation of financial reports; researches and analyzes budget and financial discrepancies and recommends a course of action to resolve problems.
- Prepares, reviews, and revises accounting procedures and instructions for assigned areas of responsibility.
- Coordinates internal and external audits.
- Recommends new or improved procedures and methods, assuring efficiency and compliance with county office policies and applicable regulations.
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

The work consists of complex professional duties at a supervisory/management level of job performance within the classified management system.

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)
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Lifting – lbs. (0-40)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (2)	Climbing Ladders (0)
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