

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FISCAL OVERSIGHT MANAGER

BASIC FUNCTION:

Under the direction of the Director III, Business Services, plan, organize, advise and direct county office fiscal activities and provide oversight of all charter schools for the County Office of Education; coordinate communications, information and staff to assure accurate and timely financial data and information management; and, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and review the fiscal services for the County Office of Education and charter schools in Contra Costa County including finance, budget monitoring, average daily attendance auditing, State reporting; and assure compliance with established policies, procedures, rules and regulations.

Coordinate communications, information and staff to assure accurate and timely financial data and information management; assure proper and timely resolution of finance-related issues and concerns; direct the preparation, analysis, review, processing and distribution of departmental correspondence, forms and documents.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions of assigned personnel.

Assist the Director III, Business Services, in providing technical expertise to charter schools staff, administrators, staff, outside organizations and others concerning finance issues, operations and activities; and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Assist the Director III, Business Services, in developing and preparing the annual preliminary budget and interim reports for fiscal services; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; participate on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, control and direction of fiscal services for the County Office of Education and charter schools within the county.

Practices and procedures related to County Office and charter school finance activities and operations.

Laws, regulations and policies for California Charter Schools.

Budget administration, preparation and control.

Financial analysis and projection techniques.

Applicable County Office of Education, California Schools Accounting Manual and other applicable laws, codes and regulations.

State and federal reporting requirements.

Generally accepted accounting and auditing principles, practices and procedures.

Accounting, budget and business functions of a County Office of Education, charter schools and school districts.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Plan, organize, review and direct fiscal services for the County Office of Education and charter schools.

Coordinate communications, information and staff to assure accurate and timely financial data and information management.

Supervise and evaluate the performance of assigned personnel.

Direct the preparation, analysis, review, processing and distribution of departmental correspondence, forms and documents.

Provide consultation and technical expertise to Director III, Business Services, administrators, staff, outside organizations and others concerning finance issues, operations and activities.

Monitor and evaluate County Office and charter school finance functions and activities for effectiveness and operational efficiency.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years increasingly responsible experience managing financial activities in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.