

**CLASS TITLE: ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES**

**SALARY PLACEMENT: RANGE 38** (Management Salary Schedule)

**BASIC FUNCTION:**

Under the direction of the Superintendent, plan, organize, control and direct operations and activities of the Business Services Department including accounts payable, payroll, and accounting activities; monitors district annual budgets in accordance with AB 1200 and AB 2756; assure compliance with established policies, procedures, rules and regulations; risk management activities; coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities; direct and participate in the development and implementation of policies and operating procedures; attends state, regional and local meetings as a representative of the Superintendent and/or an advocate of districts; and supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Essential Duties may include, but are not limited to:

Plan, organize, control and direct operations and activities of the Business Services Department; oversee and participate in finance activities including developing fiscal policies for Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate Department activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, Districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Conduct financial analysis for negotiations and project costs. Provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Oversee and approve County Office and District record and report preparation and maintenance; coordinate certification of school district revenue limits, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

Provide technical expertise, information and assistance to the Superintendent regarding District budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Conduct risk management activities including reviewing reports and following-up with third party administrators and County Counsel; serve as the liaison between the County Office and Districts for the financial system's user group (currently College system); serve on related Boards.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required.

Monitors district annual budgets in accordance with AB 1200 and AB 2756.

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to Districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee and participate in the Medi-Cal Administrative Activities (MAA) program for Region IV.

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; serve on assigned committees.

**OTHER DUTIES:**

- Provide for annual audit; participate in audit firm selection for educational agencies in the County.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of operations and activities for the Business Services Department.
- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- AB 1200 and AB 2756.
- Risk Management.
- State and federal financial reporting requirements.
- Applicable County Office of Education, California Schools Accounting Manual and other applicable laws, codes and regulations.
- Payroll processing and reporting including STRS/PERS reporting.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions of a County Office of Education and school districts.
- Financial and statistical record-keeping techniques.
- 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.
- Oral and written communication skills.

**ABILITY TO:**

- Plan, organize, control and direct operations and activities of the Business Services Department including complex programs for finance, payroll and statistical records and reports.
- Coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities.
- Direct and participate in the development and implementation of policies and operating procedures.
- Supervise and evaluate the performance of assigned personnel.
- Compile financial and attendance data and prepare related reports.
- Analyze financial data and prepare forecasts and recommendations.
- Communicate effectively both orally and in writing.
- Serve as liaison to County Office personnel, Districts and outside agencies as needed.
- Develop training activities, manuals and policies and assist departments with implementation.
- 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.
- Prepare effective oral presentations.
- 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:**

**Minimum:**

- Bachelor's degree in finance, accounting, business administration, public administration, educational administration or related field.
- Five (5) years successful experience as chief business/financial officer of a public school district, county office of education, college or university or equivalent experience.
- Knowledge of the Education Code, particularly those sections covering school finance requirements, school finance formulas, accounting procedures, and basic supervision techniques.

Desired:

- Master's degree in finance, accounting, business administration, public administration, educational administration or related field.
- Experience conducting or managing financial audit processes and leading and participating in organizational meetings in public schools desired
- Demonstrated participation and/or leadership in professional and community organizations.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.

**WORKING CONDITIONS:**

**WORK ENVIRONMENT:**

- Work indoors in an office environment
- Have direct contact with students, CCCOE staff, district staff, and the public.
- Operate a vehicle in the course of carrying out assigned duties.

**PHYSICAL DEMANDS:**

- Sit for extended periods of time.
- Possesses manual dexterity needed to enter data into a computer and perform assigned office tasks using both hands.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels and on the telephone.
- Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and /or carry up to 25 pounds to waist height.