

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Financial Services**

### **DEFINITION**

Under general direction, plans, coordinates, and supervises Sacramento County Office of Education (SCOE) internal fiscal operations including the financial management of grants and other funding sources, budget development, development and implementation of budgetary control procedures, general accounting, accounts receivable, and accounts payable functions; collects and reports financial data; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification).

- Plans, organizes, and supervises budgeting, accounting, special projects, and financial aspects of grants related to SCOE Programs and assigned Local Education Agencies (LEAs);
- Reviews and applies relevant laws, regulations, and legal opinions related to financial compliance;
- Reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of program budgets in collaboration with grant financial management staff;
- Provides support and technical expertise to programs regarding various financial and operational procedures, applications for funding and fiscal management, and internal and external agency reporting;
- Develops and reviews restricted and unrestricted budgets to ensure compliance with funder restrictions, timelines, and regulations;
- Establishes revenue and expenditure accounts in accordance with applicable procedures and implements required controls;
- Prepares or delegates preparation of accounting entries, reconciliations, and filing of financial reports;
- Prepares annual fund budgets and related financial reports;
- Coordinates various audits, acts as liaison between SCOE and external auditors, and implements corrective actions, improvements, and recommendations;
- Oversees operations of accounts receivable and accounts payable to ensure laws and internal control guidelines are followed;
- Provides timely resolution of issues and discrepancies related to accounting functions;
- Develops training materials and facilitates trainings covering various financial services procedures;
- Selects, trains, supervises, and evaluates staff;
- Assigns work and reviews for accuracy, completeness, and compliance with established requirements.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Any combination of education, training and experience equivalent to the completion of a bachelor's degree in advanced accounting, finance, public administration, or similar field;

- Increasingly responsible professional experience in accounting, budgetary analysis, auditing, and business management;
- Successful supervisory experience, preferably in a school or governmental setting.

#### **Knowledge of**

- Principles and practices of governmental budgeting, accounting, and auditing;
- County, district, state, and federal rules, regulations, and policies affecting school district financial activities;
- Provisions of California Education Code related to school district finances;
- The California School Accounting Manual;
- Principles of supervision, training, and evaluation;
- Standard software applications including videoconferencing platforms;
- Technical aspects of school business finance.

#### **Skill and Ability to**

- Interpret, apply, and explain laws, rules and regulations as they apply to school financial operations;
- Gather, aggregate, and analyze data and make appropriate recommendations;
- Develop and implement new or revised business or financial processes and procedures;
- Interpret financial and statistical reports, documents, and accounting records;
- Plan, direct, coordinate, and supervise activities of a highly technical staff;
- Prepare and present complex financial information and advice to various audiences;
- Work independently with little direction and under strict deadlines;
- Establish and maintain effective working relationships with others;
- Explain technical concepts in non-technical terms to a variety of audiences;
- Communicate effectively in both oral and written form with individuals from diverse backgrounds.

#### **Other Characteristics**

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

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