



Leadership • Collaboration • Support

JOB TITLE: District Business Services Manager

Classified Managers Salary Schedule, Range 15

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Acts as a liaison between the Local Educational Agencies (LEA) and county office. Provides training and technical support to county office and school district employees regarding computer business applications. Coordinates, organizes, and performs complex professional accounting work in the computation, recording, and reporting of financial transactions. Monitors and maintains budgetary, finance, cost, payroll, and other financial records. Plans, develops, and implements new and revised accounting procedures. Leads and directs the work of accounting professional and technical employees. Provides technical and procedural assistance to administrators, program managers, and staff in both the LEAs and county office. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Director, District Business Services

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 financial software.

Knowledge of:

- Financial software.
- Applicable laws, rules, policies, and procedures.
- Accounting and budgeting principles, practices, and methods
- California school accounting and auditing procedures.

- Concepts and applications of information systems and equipment to financial systems and accounting operations.
- Financial and statistical record keeping and reporting practices and techniques.
- Legal requirements for record retention as it pertains to accounting records.

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.
- 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.

ESSENTIAL DUTIES

- Directly supervises members of the District Business Services team.
- Perform financial reviews of LEAs' annual budgets, interim and unaudited actual financial reports. Report conclusions and findings to the Director, District Business Services.
- Coordinates, plans, and organizes the operation and maintenance of accounting and budgetary items in external 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.
- Assists internal and external auditors as required.
- 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%)

Body Movement (Frequency):

None (0) Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)