

Sacramento County Office of Education Job Description

Classification Title: Manager, Financial Services

DEFINITION

Under general direction, plans, coordinates, and supervises Sacramento County Office of Education (SCOE) fiscal operations, including budget development, development and implementation of budgetary control procedures, general accounting, auditing, fixed assets, 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, and auditing functions related to SCOE programs and assigned Local Education Agencies (LEAs) in accordance with prescribed policies and procedures;
- Reviews and analyzes financial data for accuracy and prepares financial reporting documents related to SCOE authorized charter schools;
- Reviews, interprets, 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 restricted and unrestricted budgets in collaboration with staff;
- Provides technical guidance and support to assigned programs, including assistance with funding applications, fiscal monitoring, reconciliations, and resolution of discrepancies;
- Establishes revenue and expenditure accounts in accordance with applicable procedures and implements required controls;
- Manages accounts payable functions in compliance with internal policies, collaborating with staff to maintain efficient and accurate processing;
- Prepares and assigns accounting entries and reconciliations, and provides general ledger oversight to ensure accuracy and compliance;
- Prepares, reviews, and provides final approval for financial documents and purchase requisitions to ensure accuracy, compliance, and proper authorization for payment;
- Prepares and reviews financial data for the annual budget book, final revisions, and cash flow reports;
- Manages the operation of warrant distribution and financial inquiries for all districts ensuring timely and compliant warrant handling;
- Coordinates internal financial audits and implements corrective actions, improvements, and recommendations;
- Manages allocation, administration, and disbursement of pass-through funding and submits various reports to grantors;
- Develops and maintains materials and facilitates trainings related to financial procedures;
- Maintains records and generates reports for fixed assets inventory and acts as liaison for SCOE off-site storage;
- Acts as CAL-Card program administrator, conducts cardholder orientation, manages accounts, and audits statements for compliance;
- Selects, trains, supervises, and evaluates assigned staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to the completion of a bachelor's degree in accounting, finance, public administration, or similar field;
- Increasingly responsible professional experience in accounting, budgetary analysis, and office management;
- Successful supervisory experience in business administration.

Knowledge of

- Generally accepted accounting and auditing principles, practices, and business procedures, and their applications to governmental funds;
- Principles and techniques of budget preparation, analysis, and administration;
- Local, state, and federal laws and regulations related to school finances;
- California Education Code related to school district finances;
- Principles of supervision, training, and evaluation;
- Use and application of online accounting systems;
- Standard software applications including videoconferencing platforms.

Skill and Ability to

- Effectively lead and provide guidance in technical and administrative decision making and problem solving;
- Prepare clear and concise financial reports and recommendations, both orally and in written form;
- Analyze processes and procedures accurately and logically;
- Interpret, apply, and explain laws, regulations and policies related to school financial operations;
- Gather and analyze data to make appropriate recommendations for maximum efficiency;
- Work independently under strict guidelines;
- Establish and maintain effective and collaborative working relationships with partners and staff;
- 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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