



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR, BUSINESS SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, this position is responsible for planning, organizing, controlling and directing various aspects of the Department's business services in relation to Tehama County Office of Education, Tehama County School Districts and Tehama County authorized charter schools. The position provides advice, support and oversight in areas related to budgeting, Local Control Accountability Plans (LCAP), internal control procedures, accounting, legal issues and other finance-related matters.

ESSENTIAL DUTIES AND JOB FUNCTIONS:

- Provide oversight of Department programs, district budgets, and financial reports in collaboration with LCAPs to proactively identify potential solvency issues and coordinate district fiscal oversight activities related to AB 1200.
- Review and certify the Department's and district interim budgets and prepare recommendations of approval or disapproval for dissemination to the State and individual district Boards.
- Review the districts' collective bargaining agreements required by AB 1200 and make recommendations to districts if the multi-year impact on the district economic uncertainties reserve shows the district below the State required amount.
- Participate in the preparation of financial information related to the Department's collective bargaining.
- Attend State and Federal program Director meetings and disseminate appropriate information to districts.
- Provide financial and budget expertise on the Department's and districts LCAPs to assess and analyze the Department's program and district budgets versus LCAP summaries to ensure compliance with regulations and also to ensure sufficient funds are appropriated.
- Prepare the Department's and assist districts with Consolidated Application and Reporting System (CARS) applications.
- Prepare, maintain, and monitor adherence to audit procedures. Coordinate the Department's independent audit, prepare related documents for audits and assist in resolving of audit findings; serve as the district liaison for audits and submit to appropriate agencies as assigned; assist district in establishing internal controls needed due to an audit finding.
- Assist Departments and districts in preparing financial (revenue and expenditure) forecasts as well as enrollment and attendance projections; provide county-wide budget assumptions for the development on interim budgets and budget adoption; prepare revised revenue forecasts as needed; assist Districts with the review, comparison and analysis of actual revenues and expenditures for each budget period; advise/assist in the preparation of budget documents including cash flows, multi-year projections, and Board narratives.
Assist districts and coordinate the Department's annual closing process; review, compare and analyze revenues, expenditures, outstanding obligations and receivables; assist with preparation of budget revisions, make recommendations, and review district's and Department's ending balances.
- Effectively supervise and evaluate assigned Business Services staff.
- Review, interpret and communicate legislative laws, Education Code, and other legal issues to Department program staff and school district administrators.
- Serve as a resource for the coordination of staff development of Department and district staff in the use of computerized financial systems, account code system, accounting procedures, attendance accounting, AB 1200 compliance, tracking long-term debt and other financial and business-related matters.
- Monitor various Department and district fiscal activities including the preparation and collections of Department Personnel Activity Reports, reporting of workers' compensation information to outside



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agencies, audit of payroll, pre-payment audit of commercial warrants and related processes, cash transfers between funds or between ledgers, preparation of loans between funds or ledgers, financial reviews, and other diverse activities.

- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct and/or prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with the public, press, and parents regarding concerns or questions.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend and conduct a variety of meetings as assigned.
- Approve new users and appropriate security levels on the financial system; approve exiting user security changes.
- Participate on special projects as directed.
- Perform related duties as assigned.
- Drive occasionally for department business.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business, accounting, public administration or related field and five years increasingly responsible experience in school district auditing, budgeting and administration.
- Master's degree in business, accounting, or public administration or CPA preferred.
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position. Increasingly responsible experience in public accounting or school business administration with at least four (4) years at a management level in a complex computerized environment.

Preference will be given to experience in school auditing, business administration and school business administration.

KNOWLEDGE OF:

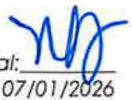
- California Education and Administrative Codes (EdCode), Generally Accepted Accounting Principles (GAAP), and any other applicable policies and laws related to school finance.
- Principles and practices of administration, supervision and training.
- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California Accounting manual; financial and statistical record-keeping techniques.
- Board policy and administrative regulations; County Office policies and procedures.
- State and federal time lines and processes.
- Budget preparation and control.
- Oral and written communication skills; public speaking techniques.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements of school districts related to budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Maintain confidentiality.
- Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.



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- 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.
- Operate the financial software system and train others in the proper operations of the system.
- 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 and files related to assigned activities.
- Maintain current knowledge of related legislation.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Physical Requirements:

- Operate standard office equipment such as computers, printers, calculators, telephones, and copy machines for extended periods.
- Remain in a stationary position for long periods while working at a computer, reviewing documents, or participating in meetings.
- Move about the office to access files, attend meetings, and interact with staff and visitors.
- Lift, carry, push, or pull materials and equipment typically weighing up to 20 pounds (e.g., binder, reports, office supplies).
- Reach, bend, stoop, and kneel occasionally in the course of performing routine office tasks.
- Communicate effectively to exchange information in person, virtually, and by telephone; must be able to understand and produce clear and written communication.
- Visual acuity sufficient to read printed materials, financial documents, spreadsheets, and computer screens for extended periods.
- Drive occasionally to conduct department business, attend meetings, or visit school sites.

Work Environment:

- Work is performed primarily in an indoor office environment with moderate noise levels.
- Occasional travel to school sites, meetings, and trainings within the county.
- Work may involve deadlines, interruptions, and the need to manage multiple priorities.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: February 11, 2011 Revised: July 1, 2026

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 