

MONTEREY COUNTY OFFICE OF EDUCATION

DIRECTOR CONTROLLER OF INTERNAL BUSINESS SERVICES FINANCE and BUSINESS SERVICES DIVISION

CLASSIFICATION: Classified Management

SALARY LEVEL: 80

WORK YEAR: 225

DEFINITION:

Under the direction of the Senior Executive Director of Finance, the Director Controller of Internal Business Services is responsible to plan, organize, control and direct the Internal Business operations of the County Office of Education including Special Education; prepare, develop, monitor, review, analyze, maintain and adjust the County Office budgets, funds, and accounts; coordinate, direct, and participate in financial record-keeping and related auditing functions to assure accurate and timely accounting and reporting of County Office funds and budgets; supervise, train, and exercise direct supervision of Internal Services staff.

SUPERVISOR:

Senior Executive Director of Finance

POSITIONS SUPERVISED:

Classified managers and staff as assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must exhibit demonstrated competence for each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, control and direct the internal functions of the Business Services Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office budgets, funds and accounts; establish and maintain fiscal time lines and priorities; assure financial activities complies with established laws, codes, regulations, policies and procedures
- Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles
- Direct and participate in the development, preparation, review and analysis of the County School Service Fund and other County Office budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate and project annual income and expenditures including attendance and staff projections to determine budget requirements; control and authorize expenditures; monitor spending to assure compliance with established limitations

- Plan, organize and direct the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile various accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments
- Direct and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to budgets, accounts, funds, income, expenditures, grants, attendance, inventory, audits and assigned duties; coordinate and direct activities related to year-end closing, interim reports and actuals, and prepare related reports; assure mandated reports are completed and submitted to appropriate governmental agency or administrator according to established time lines
- Plan, organize and direct accounts payable and accounts receivable functions; coordinate, direct and approve accounting transactions such as invoices, grant claims, purchase requisitions, reimbursement claims, Memorandums of Understanding and fund transfers
- Manage and monitor all contract processing, ensuring timeliness and accuracy in executing paperwork and delivering the expected product to contractors; direct all invoicing related to contracts and ensure all receivables and payables have been collected or disbursed as delineated in each contract
- Provide technical assistance and expertise to County Office and Special Education administrators and personnel concerning fiscal and budgetary operations and activities; work with County Office department heads to monitor fiscal systems and their effective flow; respond to inquiries and provide detailed and technical information concerning accounts, funds, budgets, income, expenditures, records, reports standards, requirements, principles, laws, codes, regulations, policies and procedures
- Monitor, maintain and reconcile County Office bank accounts; project County Office cash flow and manage accounts to assure adequate funding for vendor payment obligations; develop and maintain account and internal control charts
- Participate in a variety of other assigned activities such as monitoring position control, coordinating warehouse and inventory control functions, allocating health benefits and retirement funds, and preparing cost items for negotiations
- Serve as the business official for Special Education Local Plan Area (SELPA) and maintain the County SELPA AB602 model
- Direct and participate in the Special Education bill back process including budget preparation, cost center analysis, bill back revisions, and direct cost for one-to-one support. Report financial data to the Business Advisory Committee monthly and the Superintendents Council as requested to ensure transparency with districts
- Coordinate, direct and participate in Special Education Medi-Cal audits, principal meetings as necessary and budgetary management meetings with Special Education Administrators
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; modify programs and procedures to assure compliance with established requirements as necessary
- Provide technical information and assistance to the Associate Superintendent, Finance and Business Services and the Executive Director of Fiscal Services concerning accounting and budgetary functions, needs and issues; assist in the formulation and development of policies, procedures, internal controls and programs
- Communicate with County Office Departments, personnel, districts (Special Ed) and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning County Office budgets and accounting operations; develop, implement, coordinate and conduct training workshops for County Office and school district personnel
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school, site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to specific agents/chemicals; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in Accounting, Business Administration or a closely-related field
- Five (5) years of demonstrated competency in accounting, financial management or closely related field

Knowledge of:

- Planning, organization and direction of County Office Internal Business functions including accounts payable, accounts receivable, purchasing, budget preparation and analysis, and financial planning and reporting
- State and Federal standards and requirements concerning the record-keeping and reporting of County Office of Education budgets, funds, and accounts
- Generally accepted accounting and auditing principles, practices and procedures
- Financial and statistical record-keeping techniques
- Financial analysis and projection techniques
- Preparation of financial statements and comprehensive accounting reports
- Fiscal organization, operations, policies and objectives of the County Office
- Principles and practices of administration, supervision and training
- Principles of financial analysis and research procedures
- Computer software sufficient to design and use spreadsheet and database models
- Advanced math skills required to perform an array of business and statistical calculations
- Principles and practices of supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Skills and Abilities:

- Analyze financial problems, prepare reports and develop records and procedures
- Prepare business plans and complex reports
- Plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines
- Supervise, train, evaluate, and motivate staff in a way that optimizes service
- Provide technical assistance, training and expertise to departments concerning fiscal and budgetary operations and activities
- Interact with and maintain cooperative relationships with all levels of staff and the public

Desirable Qualifications:

- Master's degree in a relevant field

Licenses and Certifications:

- Valid California Driver License with evidence of insurability