

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR EXECUTIVE DIRECTOR OF FINANCE FINANCE AND BUSINESS SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 87  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Associate Superintendent, Finance, and Business Services Division the Senior Executive Director of Finance is responsible to plan, organize, control and direct the Internal/External fiscal operations in support of business services functions of the County Office and school districts; including accounts payable, payroll and accounting activities, budget development, monitoring and State reporting in compliance with AB-1200 and subsequent legislation; auditing, attendance reporting and internal control systems; perform responsible and complex duties related to financial and budget functions; coordinate assigned activities with County Office Departments, school districts, and outside agencies; coordinate information, resources and personnel to assure smooth, efficient, and accurate Department activities; supervise, train and exercise direct supervision of Business Services Department staff.

### **SUPERVISOR:**

Associate Superintendent, Finance and Business Services Division

### **POSITION(S) SUPERVISED:**

Classified managers and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform 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 operations and activities of the Business Services Department; oversee and participate in finance activities including developing fiscal policies for County Office of Education Departments and Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and other activities as required; assure operations comply with established laws, rules and regulations
- Assist the Associate Superintendent in the administration of AB1200 in accordance with current legislation; serve as liaison between school districts, the County Office, and the Department of Education for various fiscal reporting, apportionments, and other data related information; oversee, monitor and participate in the analysis of school district's fiscal status including cash flow, accounting

transactions, fund balances, budget administration, expenditure control, ADA, income projections, and expenditure projections; assist school districts in the area of budget development including fund accounting and report preparation

- Prepare a variety of financial, statistical, and budgetary statements and reports; analyze and reconcile financial statements; prepare various financial and statistical reports for submission to local, State and federal agencies; oversee and assure the maintenance of administrative and financial records and information including employee/employer statutory payroll histories, and apportionments
- Assist the Associate Superintendent in the monitoring and evaluating County Office finance functions and activities for effectiveness and operational efficiency by implementing sound fiscal plans, internal control systems and audit activities; gather data, research financial information and conduct special projects with other County Office departments; assist County Office departments in the area of budget development; receive and respond to staff and department input concerning budget, financial or accounting needs; work with County Office departments in the development and implementation of policies, procedures, systems and programs to enhance financial effectiveness and operational efficiency
- Oversee the purchasing operations of the County Office; authorize the disbursement of County Office funds in accordance with established statutory restrictions, County Office policies, good business practices and the availability of funds
- Assist the Associate Superintendent in the development of functional requirements for financial, position control and payroll systems, and assure the coordination and integration of data between the various systems
- In consultation with the Associate Superintendent, direct, coordinate, and analyze the work plan for the Business Department's services and programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; analyze and evaluate work products, methods and procedures
- Coordinate information and resources to assure smooth, efficient and accurate Department activities; coordinate meetings and in-services to provide information to County Departments and school districts; serve as liaison to County Office personnel, Districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations
- Design, facilitate and conduct in-service training programs for internal department office staff and for district staffs in business related areas
- Develop bulletins, memoranda, reports and other communications to school districts and internal staff regarding State reporting system development changes and other areas of assigned responsibilities
- Maintain liaison with other agencies and internal programs of the County Office for the purpose of identifying and implementing solutions to the Department of Education regarding fiscal matters
- Respond to difficult inquiries, complaints and concerns from the general public, community organizations and school district officials, and comply with Monterey County Office of Education Board Policies and Administrative Regulations
- Attend and conduct a variety of meetings as assigned; represent the Business Services Department to other divisions and outside agencies; make presentations as directed
- Select, supervise, train and evaluate assigned staff

### **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 and to reach overhead; 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; 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 Business Administration, Business Management, Finance, Accounting or a related field
- Seven years (7) of demonstrated competency in accounting or auditing at a departmental financial management level, with a minimum three years in the public education sector
- A minimum of five (5) years supervisory experience
- Direct experience with automated financial systems

### **Knowledge of:**

- Principles, procedures and practices of school government accounting
- CPA concepts, principles and techniques of budget development and administration, accounting and financial administration, and reporting
- Budget administration, preparation, and control
- Generally accepted accounting and auditing principles, practices and procedures
- Planning, organization and direction of a Fiscal Services Department
- Federal, State and local laws relating to California school budgeting, accounting and reporting
- AB 1200 concepts and review techniques
- Financial and statistical record-keeping techniques
- Legal issues related to areas of responsibility
- Research methodologies applicable to the analysis of finances and policies
- Principles of administration, supervision, and training

### **Skills and Abilities:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Department goals
- Understand, interpret and apply laws, rules and regulations as they apply to the County Office of Education and school districts
- Accept and carry out responsibility for direction, control and planning
- Oversee and perform complex professional accounting and budgeting work
- Analyze, interpret, and prepare financial statements, forecasts, and reports
- Develop, prepare, and monitor budgets
- Direct the development and maintenance of a variety of reports and files related to assigned activities
- Supervise, train, evaluate and motivate staff in a way that optimizes service
- Develop and coordinate effective training programs and conduct training programs in business related areas

- Communicate effectively in the English language both orally and in writing
- Interact with and maintain cooperative relationships with all levels of Office of Education staff, school districts, and the public

**Licenses and Certifications:**

- California Driver's License with evidence of insurability

**Desirable Requirements:**

- Master's degree in a relevant field

Approved 03.01.16  
Revised: 07.25.18