

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## CLASS TITLE: ACCOUNTING MANAGER

**REPORTS TO:** Director within Business Services

**SUPERVISES:** Has supervisory responsibilities

### **BASIC FUNCTION:**

Under general supervision of the Director of Fiscal Services, plan, organize, manage and direct and perform functions involved in budget development, review, maintenance, analysis, and reporting of County Office budgets and funds. Assist with planning, organization, and development of accounting and budgetary services provided to the districts including examination, analysis, maintenance, reconciliation and verification of fiscal records. Supervise and evaluate the performance of assigned personnel.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Four years increasing responsible professional accounting experience.
3. Bachelor's degree. (One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.)
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Preferred:

1. CASBO, ACSA, or related school business certifications.
2. Increasingly responsible supervisory and/or project management experience.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of Generally Accepted Accounting Principles.
2. Knowledge of policies and objectives relating to fiscal accounting activities.
3. Knowledge of advanced financial analysis and projection techniques.
4. Knowledge of general accounting and business functions of a county office.
5. Knowledge of data control procedures and data entry operations.
6. Knowledge of modern office practices, procedures and equipment.
7. Knowledge of the principles of training and providing work direction.
8. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
9. Ability to establish and maintain positive and effective working relationships with diverse populations.
10. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
11. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
12. Ability to learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
13. Ability to read, interpret, and apply common sense to a variety of documents, financial, and statistical records.
14. Ability to learn applicable software, including spreadsheets and database systems.
15. Ability to organize work in a logical and efficient manner.
16. Ability to train and provide work direction and guidance to personnel.
17. Ability to interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
18. Ability to maintain confidentiality of sensitive and privileged information.
19. Ability to use critical thinking and analytical skills.

### **ESSENTIAL FUNCTIONS:**

1. Manage and oversee assigned SLOCOE funds or accounts, such as SELPA or Grizzly ChalleNGe

Charter School, from preliminary budget development, maintenance, review and final budget reports. Responsibilities are specialized and complex activities involving fiscal accounting functions. Ensure related accounting activities comply with established laws, codes, regulations, policies and procedures.

2. Ensure accurate reporting of SLOCOE and school district financial and accounting data to outside agencies (Federal, State, and local).
3. Provide consultation and technical assistance to SLOCOE staff and school district staff concerning fiscal accounting and technical account functions. Respond to inquiries, resolve issues, oversee budget adjustments, provide detailed information concerning related standards, requirements, guidelines, laws, codes, rules, regulations, accounts, funds, budgets, transactions, records, policies and procedures.
4. Review and audit departmental budgets to ensure accuracy. Make recommendations on accounting budget issues and changes.
5. Identify and analyze long-term financial obligations and future obligations for revenues and expenses. Perform basic trend analyses and develop processes for various accounting projects.
6. Research, respond to and resolve inquiries and complaints. Exercise judgments in complex situations requiring analysis and creative problem solving.
7. Serve as a liaison between the SLOCOE, school districts and governmental agencies concerning fiscal functions. Resolve issues or concerns with SLOCOE administrators, personnel and outside organizations, including school districts, local, state, and federal educational and tax agencies.
8. Participate in special projects and research assignments involving fiscal evaluation. Make presentations and report findings which may include the Board of Education, Cabinet, auditors or staff.
9. Assist in providing auditing, accounting and reporting services for districts. Provide assistance and fiscal information to outside auditors.
10. Train and provide work direction and guidance to personnel. Assign employee duties and review work for accuracy, completeness and compliance with established standards, requirements and procedures.
11. Coordinate and conduct meetings and training activities concerning fiscal accounting. Prepare and deliver presentations to large and small groups. Attend workshops, conferences and seminars.
12. Assist and participate in the review and analysis of district funds pursuant to AB1200 fiscal solvency standards.
13. Provide assistance as fiscal agent for school districts or agencies such as SIPE.
14. Perform other duties as requested within the scope and skill level of the job classification.

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Physical agility to lift 15 lbs to shoulder height.

Lifting, carrying, pushing or pulling light objects.

Grade Allocation: Management 27
Adopted: 7/23/14 Revised 1/30/19