



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Division Director, County Business Services Business Services	#5027
SALARY PLACEMENT:	Administrative Council Salary Schedule Range II	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of an extraordinarily related nature may be substituted for degree requirements. Minimum of five years experience as a manager in a business related position.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Ability to carry out significant school finance functions with minimal direction, accurately and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting, finance and budgeting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the California Education Code and other laws and regulations pertaining to school finance requirements; California School Accounting Manual; School finance formulas, accounting procedures, audit process, California budget and accounting process. Ability to clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level.

DISTINGUISHING CHARACTERISTICS:

The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:

Under the general direction of the Deputy Superintendent of Business Services, plans, coordinates and directs all internal budget and financial operations. Serves as a member of the Administrative Council.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.

3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Solve problems and make decisions regarding complex accounting issues.
15. Provide assistance to school districts and to County Office Program managers in the areas of fiscal management and reporting.
16. Supervise the development and monitoring of the county office budget to assure the constant availability of timely and accurate financial data.
17. Supervise the preparation of all state financial and budget reports and revenue calculations for school districts and county offices.
18. Coordinate the audit function of the County Office.
19. Develop written procedures, guidelines, forms and other documents to facilitate business operations.
20. Coordinate with the Division Director of Operations and Support Services to assure the efficient processing of requisitions and purchase orders.
21. Provide supervision and advice in financial services as may be required for the operation of the department and provision of services to the County Office and school districts.
22. Conduct research in areas of school finance and accounting procedures to develop proper interpretations of current laws and possible legislation.
23. Assist the Deputy Superintendent of Business Services in the formulation of policies and procedures as well as in the performance of assigned duties.
24. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.