

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CONTROLLER

BASIC FUNCTION:

Under the direction of the Director III-Internal Business Services, manage, coordinate, maintain, review and analyze accounting records for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt Service Fund and Self Insurance Fund; provide internal financial controls; maintain accounting, general ledger, financial statements, and distribution records; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Manage, coordinate, maintain, review and analyze accounting records for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt Service Fund and Self Insurance Fund; provide internal financial controls; implement state school cost accounting practices.

Coordinate and supervise the maintenance and control of accounting functions, including grant fiscal services, accounts payable, accounts receivable, general ledger, financial statements and distribution and chart of accounts;

Establish and monitor financial controls and provide for appropriate auditing for accounts payable and payroll warrants; assure proper and timely revenue and expense recognition; project cash flow and resolve cash shortages; reconcile tax revenue, accounts payable, accounts receivable, and fund balances from prior year; prepare opening and closing journal entries; coordinate and assures an independent audit of financial records and provides appropriate contracts for compliance portion of audit; reconcile revolving cash account and petty cash accounts; monitor budgets for proper expense classification and authorization.

Respond to inquiries from districts relating to new funding, auditing, GASB pronouncements, fiscal compliance and reporting requirements and related accounting functions; provide in-service training to internal and external accounting staff on financial matters, contracts, and financial administration; assist program managers with financial matters and review contracts; provide districts with source documents for daily transactions; assist districts with cash flow analysis and year-end processes; serve as liaison with regulatory agencies and provide financial assistance to program personnel as necessary.

Conduct internal control and business studies or reviews; respond to State and federal audit requirements; prepare state and federal reports to contractors regarding California Sales and Use Tax; design and evaluate effectiveness of existing financial operations and systems for the County Office of Education and school districts; review and apply computer software packages to meet departmental needs.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established parameters; participate in forecasting trends and long-term financial planning; implement long-term plans in division.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance regarding assigned functions; assist in the formulation and development of policies, procedures and programs; interpret and analyze policies and

regulations and the impact potential and new legislation.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; coordinate, monitor, and complete financial reports; analyze system generated reports and make corrections as necessary; perform financial analysis of management reports; analyze financial information needs and develop appropriate reporting systems.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Determine appropriate information for financial statements and reports; make decisions concerning proper application of receipts of funds and payments; advise a variety of officials, customers, vendors, program managers, and others on fund management problems.

Operate a computer, 10-key adding machine and other office equipment as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of accounting and budgetary operations and activities of including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.

Applicable laws, codes, regulations policies and procedures.

Accounting and fiscal systems, policies, procedures and practices.

General accounting and business functions of an educational organization.

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles.

Preparation, analysis, review and control of assigned accounts.

Policies and objectives of assigned programs and activities.

Financial and statistical record-keeping techniques.

Educational accounting and fiscal management functions.

Preparation of financial statements and comprehensive accounting reports.

Budget preparation and control.

Financial analysis and projection techniques.

Principles and practices of administration, supervision and training.

Technical aspects of field of specialty.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts.

Coordinate and direct personnel, communications and record-keeping functions to meet organizational accounting needs and assure smooth and efficient fiscal activities.

Supervise and evaluate the performance of assigned personnel.

Assist in establishing and maintaining fiscal time lines and priorities.

Assure accurate accounting of funds including income and expenditures.

- Assist in the development and implementation of fiscal programs, policies and procedures.
- Provide consultation concerning accounting operations and related functions.
- Assure proper and timely resolution of accounting issues, errors and discrepancies.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain accurate financial and statistical records and prepare comprehensive accounting reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in accounting or a related field and four years of professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

WORKING CONDITIONS:

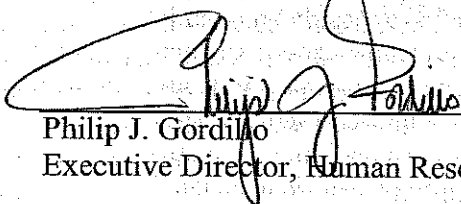
ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


 Philip J. Gordillo
 Executive Director, Human Resources

7/01/11
 Date