

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – ACCOUNTING SERVICES

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – Accounting Services is responsible for accounting and budget analysis and review related to revenues and expenditures; evaluates financial data for assigned special programs and grants; approves, monitors, updates, and reconciles fiscal information in compliance with established policies and procedures; assists with audit process; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Analyzes agency-wide financial information (e.g. budget, position control data, general ledger, financial reports, etc.) to assure proper amounts, receipt, and classification in compliance with state and federal laws; identifies potential budget variances and compiles statistical information.
- Administers, audits, and monitors the maintenance of purchase card and credit accounts.
- Coordinates the audit schedule and serves as a liaison with external auditors; prepares related schedules and financial statements for annual audit reports.
- Establishes and monitors financial controls and provides for appropriate auditing for accounts payable and payroll warrants.
- Assures proper and timely revenue and expense recognition; projects cash flow and resolves cash shortages.
- Reconciles tax revenue, accounts payable, accounts receivable, and carryovers from prior year; prepares opening and closing journal entries.
- Reviews and approves reconciliation of revolving cash accounts and petty cash account for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt Service Fund and Self Insurance Fund, makes recommendations for necessary adjustments.
- Monitor budgets for proper revenue and expense classification and authorization.
- Monitors, analyzes, and/or reviews financial summaries, program budgets, proposed budgets for grant applications, financial transactions to ensure accuracy, proper account charges, coding, and compliance in accordance with California School Accounting Manual (CSAM).

- Implements corrections, makes recommendations for fund transfers, resolves discrepancies as necessary and/or processes documents for input into financial systems.
- Develops reporting processes, procedures, and internal controls (e.g. Accounts Payables, Accounts Receivables, fixed asset policy development, state regulations and requirements, etc.) to maintain the efficient flow of financial processes.
- Provides training and support to other departmental administrators regarding procedures and program requirements such as grant management, accounting and budget reports, budget development, year-end closing, etc.
- Monitors and reconciles a wide variety of financial data (e.g. budget to actual allocations, year-end accruals, payroll transactions, carryovers, and fund balances) for SCCOE’s internal operations to ensure that practices are followed.
- Maintains agency-wide chart of accounts in accordance with CSAM and Standardized Account Code Structure (SACS); implements applicable Governmental Accounting Standards Board (GASB) pronouncements.
- Facilitates and leads a variety of meetings and trainings on the budgeting and accounting requirements of grants and special programs.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Principles and practices of accounting and financial reporting, and relevant federal, state, and local laws and regulations including:
 - Governmental Accounting Standards Board (GASB) pronouncements
 - Generally Accepted Accounting Principles (GAAP)
 - California School Accounting Manual (CSAM)
 - Standardized Account Code Structure (SACS)
- Management of accounting and budgetary operations and activities, including the review, evaluation, maintenance and adjustment of funds, budgets, and accounts.
- Accounting and fiscal systems, policies, procedures, and practices.
- Financial analysis and projection techniques.
- Budget preparation and control.
- Preparation of financial statements and comprehensive accounting reports.
- Financial and statistical record-keeping techniques.
- Educational accounting and fiscal management functions.
- Oral and written communication skills.

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

ABILITY TO:

- Understand, interpret, and ensure compliance with laws and regulations.
- Apply accounting and budgeting principles and procedures.
- Maintain a high degree of integrity in the maintenance of financial records.
- Prepare clear and concise financial and accounting analysis reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality.
- Meet assigned deadlines and schedules.
- Produce accurate work with attention to details of work content.
- Communicate with diverse groups.
- Work as part of a team.
- Train, supervise, and evaluate assigned personnel.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies knowledge of the intersectionality of race, equity, and inclusion.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field, and
- Four years of increasingly responsible professional experience in accounting and auditing with broad exposure to budgeting and school district accounting, including two years supervising and evaluating the work of accounting staff.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

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.
- Bending at the waist, kneeling, or crouching to retrieve and file materials.
- Sitting for extended periods of time.
- Lifting light objects.

HAZARDS:

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: April 10, 2024



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/10/24