

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - ACCOUNTING SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Director - Internal Business Services, supervises, organizes, and performs complex professional accounting and budgeting work in the computation, recording, and reporting of financial transactions for Accounting Services, within the Santa Clara County Office of Education (SCCOE); monitors, and maintains budgetary, finance, cost, and other financial records; assists in planning and developing new and revised accounting and budgeting procedures; researches, analyzes, and resolves fiscal and system discrepancies; provides technical and procedural assistance to administrators, program managers, and internal staff; 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 totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Supervises, plans, and organizes the operation and maintenance of accounting and budgetary items in Accounting Services, such as accounts receivable, accounts payable, general ledger, financial reports, and special projects.

Plans and develops procedures for preparing fiscal reports and for maintaining or storing specialized or centralized control of accounting and financial records; monitors, and maintains budgetary, finance, cost, and other financial records.

Assists in the development of specifications for accounting and budgeting system designs and improvements.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Analyzes, interprets, and administers laws and regulations relating to accounting and budgetary control systems.

Provides technical assistance to, leads and directs the work of staff accountants, as well as principal accountants in federally or State funded grant programs; oversees the processing of accounting transactions, items auditing, and processing of payroll, and other warrants, and related reporting systems.

Advises, assists, and monitors accounting personnel with accounting reporting, cost-target systems, and operations.

Supervises the gathering, classifying, and summarizing of data, such as the compilation of financial reports; researches and analyzes accounting and financial discrepancies, and develops and implements a course of action to resolve problems.

Prepares, reviews, and revises accounting manuals and instructions for assigned areas of responsibility.

Develops and conducts accounting related workshops; prepares various special financial reports, schedules, charts, and tables for administration and the Santa Clara County Board of Education.

Assists internal and external auditors as required, including compiling and preparing data and information.

Coordinates operations and activities with the Technology and Data Services Division to enhance or modify accounting system capabilities; conducts troubleshooting, system analysis, and implementation to ensure timely and accurate processing, accounting systems, and production reports.

Participates in the control of budgetary increases, adjustment postings, balancing and reconciliation of financial records and accounts.

Confers with and provides accounting and budgetary technical and procedural assistance to administrators, program managers, and staff.

Prepares account analysis and monthly balance sheet reconciliations, including cash general ledger reconciliations; identifies and resolves discrepancies.

Advises management on accounting and finance related information and status of projects and programs.

Coordinates and assists with year-end closing, participates in the compilation of data, statistical studies, and analysis of past and current data.

Operates internal accounting information systems, microcomputer hardware and software, and networking systems including word processing, spreadsheets, and others, maintaining and creating spreadsheets and systems as needed.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision and training.

Comprehensive understanding of generally accepted accounting principles and procedures.

Accounting, general ledger, auditing, budgeting, financial administration, statistical record keeping, reporting practices, and analytical techniques related to public agencies, school districts, and County Office financial transactions.

Principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis.

Appropriate laws, codes, standards, and fiscal reporting requirements applicable to County Office financial transactions, program development and control, and school district fiscal solvency.

Legal requirements for record retention as it pertains to accounting records and systems.

Budget development, monitoring, analysis and controls for educational programs and services, including grant development, administration, and narrative budget reporting.

Software and hardware used in the performance of accounting, budget analysis, fiscal analysis, and fiscal reporting responsibilities.

Concepts and applications of information systems and peripheral equipment to financial systems and accounting operations.

Modern office practices, procedures, methods, and equipment, including filing systems, record-keeping practices, and microcomputer operations.

Proper English usage including, grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Perform a variety of complex accounting, budget development, analysis, monitoring, and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.

Gather, organize, analyze, and present a variety of information, including the performance of statistical analysis. Make decisions of a significant impact or consequence.

Supervise and evaluate the performance of assigned personnel.

Train, provide technical assistance, advice and direction to program personnel, and fiscal support staff.

Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.

Prepare, audit, and analyze complex financial statements, budget forecasts, fiscal analytical reports, summaries, schedules, tables, charts, and illustrations.

Develop, maintain, and revise complex accounting, budget, and auditing systems, including program budgets and appropriate internal fiscal controls.

Skillfully utilize automated accounting, financial management, and management information systems.

Effectively utilize automated accounting information systems and related software applications.

Develop and conduct training workshops.

Research, analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, budget analysis work, fiscal solvency, and financial transactions.

Identify complex problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.

Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.

Effectively represent the SCCOE in working with customers.

Communicate effectively, both orally and in writing, to large and small groups.

Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with coursework in accounting, business administration, or a related field, and three years of professional accounting and budgeting experience, including two years in school or governmental accounting.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

May require: Possession of or ability to obtain certification or its equivalent as a Certified Public Accountant as issued by the State of California.

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.

Approved by Personnel Commission: May 8, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19