

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Internal Business Services

Purpose Statement

The job of Executive Director, Internal Business Services is done for the purpose/s of planning, organizing and directing the internal business operations for the County Office, including internal and external payroll functions in accordance with Board policies and in compliance with the State Education Code and various regulatory agencies to ensure County Office is fiscally solvent.

This job is distinguished from similar jobs by the following characteristics: This job is distinguished from similar jobs by the following characteristics: responsible for countywide budget development, overseeing the business functions of Momentum Learning, coordination of Shared Services with Program Business Specialists and processing Public Record Act requests.

Essential Functions

- Analyzes a variety of financial information (e.g. ADA's impact, LCAP and concentration funding, supplemental funding, budgets, cost projections, receivables/payables, general ledger entries, internal/external payroll, position control, purchasing and contracts, etc.) for the purpose of providing direction and support, making recommendations, maximizing the efficient use of funds, and/or ensuring overall operations are within budget.
- Collaborates with internal and external personnel (e.g. other administrators, MITI, JCCS managers and financial staff, HR, auditors, public agencies, school districts, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts workshops and in-service trainings to various internal and external groups (e.g. PeopleSoft processes, new changes in legislation and requirements, etc.) for the purpose of communicating information, identifying issues, developing recommendations, supporting other staff, and providing fiscal direction and guidance.
- Coordinates the County Office budget and related activities (e.g. budget calendar development, adopted budget, interim reports preparation, Hyperion budget system maintenance, SACS reporting, multi-year projections, cash flow statements, LCAP and supplemental & concentration monitoring, etc.) for the purpose of providing budget data for decision making, financial planning, cost accounting, and ensuring on-going fiscal solvency.
- Develops, documents and maintains new and existing business practices for the purpose of ensuring the integrity of the data and internal controls.
- Directs programs and departmental responsibilities (e.g. budgeting, position control, payroll internal/external processing, payroll tax reporting, purchasing, accounts receivables, reporting to federal, state and local agencies, JPA Risk Management Funds accounting, JCCS business functions, LCAP monitoring, implementing People Soft HCM/Financials, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.
- Implementing and maintaining the PeopleSoft HCM/Payroll and Financial system for the County office for the purpose of documenting and processes and procedures and providing support to County office users.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. federal/state payments and reports, fixed assets inventory, GASB reporting, SDCOE website for public

disclosures, conflict of interest forms, public records, capital property records, etc.) for the purpose of providing an up-to-date reference and audit trail.

- Oversees the coordination of the year-end closing process (e.g. general ledger reviews, signing of all financial reports and commercial warrants, certification of property tax reports, signatory for bank accounts, etc.) for the purpose of preparing the annual audit for the County Office.
- Participates in meetings, workshops and seminars (e.g. NCEPC Consortium, COFS Committee, Strategic Plan Committee, SPAIT, Board meetings, JCCS staff meetings, JPA/FBC meetings, CRC/PBS meetings, School Districts, etc.) for the purpose of conveying and/or gathering information required to perform functions, identifying issues, developing recommendations, supporting other staff and serving as County Office representative.
- Performs personnel administrative functions for assigned management, support staff and shared services staff (e.g. recommends hires, training, monitoring, evaluating, supervising, etc.) for the purpose of directing and coordinating the staff in a variety of business functions to ensure essential program outcomes are achieved in compliance with local, state, and federal regulations.
- Prepares a wide variety of materials and reports (e.g. annual budgets, actuarial reports, audit reports, staffing reports for the Board, SACS reportings to CDE, year-end closing reports, fiscal reports, annual report to the community, LCAP reporting, JPA/FBC financial reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Responds to liability claims filed against the County Office for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises and coordinates the workload of the JCCS financial staff for the purpose of enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Supervises all of the business functions for the JCCS programs in conjunction with the functions of the County Office for the purpose of monitoring their budget and ensuring all internal fiscal controls are in place.
- Supervises countywide payroll audit for school districts, community college and charter schools for the purpose of preparing the countywide payroll taxes and federal and state quarterly and annual report in compliance with requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; enforcing rules and regulations; performing accounting procedures.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes;

program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; payroll, tax/vendor payments , purchasing and financial reporting; principles of public and fund accounting and budgeting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; interpreting and applying complex laws, rules and regulations; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor's degree in business, finance, accounting, or public administration and at least five years of business management experience in a large diverse organization, including supervisory experience. Experience in directing and coordinating the business activities of a CA public school with supervisory experience is preferred.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 56

Personnel Commission Approved: October 19, 2016