

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Manager, Commercial Warrants and Accounts Payable**

**Purpose Statement**

The job of Manager, Commercial Warrants and Accounts Payable, is done for the purpose/s of providing technical support and advisory services to County Office and school district personnel for the processing, recording, updating, and reconciling of commercial warrant, student attendance accounting, state reporting and fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

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**Essential Functions**

- Analyzes financial information (e.g. commercial warrants, student ADA, revenue reports, etc.) for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors (e.g. Accounts Payable, Commercial Warrants, etc.) for the purpose of providing supporting documentation and/or information on internal process that are required for audit.
- Compiles a wide variety of financial information related to work assignments (e.g. Commercial Warrants, A/P for SDCOE, ADA for School Districts and Charter Schools, Records for small districts, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains a wide variety of financial information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in unit meetings, in-service training, workshops, etc. (e.g. Reports, special studies, and projects, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of written materials and electronic financial information (e.g. management and technical reports, special studies and projects as requested, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides orientation and support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing needs for Commercial Warrants and Accounts Payable, County Auditor/Treasurer and state/federal reporting requirements and established regulatory guidelines.
- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g. resource materials, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

### **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 single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records; analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; performing standard bookkeeping; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing; accounting practices; bookkeeping practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; cost/fund accounting; keyboarding; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job functions. There is a continual opportunity to impact the organization's services.

## **Working Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

- Experience Five (5) years professional level experience in school accounting, financial auditing, fiscal administration, or budget management, including three years of management-level experience. Two (2) years experience supervising and evaluating the work of technical staff are required.
- Education Bachelors degree in accounting, finance, business administration, or a closely related field, from an accredited institution of higher learning.
- Equivalency A combination of education and experience equivalent to a bachelors degree in accounting, finance, business administration, or a closely related field, from an accredited institution of higher learning, and five (5) years professional level experience in school accounting, financial auditing, fiscal administration, or budget management, including three years of management-level experience. Two (2) years experience supervising and evaluating the work of technical staff are required.

### Required Testing

N/A

### Certificates

Valid CA Driver's License

### Continuing Educ./Training

N/A

### Clearances

Criminal Justice  
Fingerprint/Background Clearance  
Drug Test  
TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

**Personnel Commission Approved: October 19, 2016**