

JOB DESCRIPTION
San Diego County Office of Education

Senior Manager, Budget and Accounting

Purpose Statement

The job of Senior Manager, Budget and Accounting, is done for the purpose/s of providing support to San Diego County Office of Education (SDCOE) activities with specific responsibility for ensuring that overall fiscal policies, practices and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the divisions of SDCOE, Superintendent, Board, and/or regulatory agencies; and supervising, training/advising and evaluating the performance of assigned personnel.

Essential Functions

- Analyzes financial information for the purpose of identifying and resolving special and unique issues and variances related to all aspects of budgeting and accounting, compiling statistical information, developing procedures and processes, and conforming to established financial practices and regulatory requirements while continually looking for process improvements.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
- Attends and conducts staff and management meetings, in-service training, workshops, etc (e.g. advisory groups, etc.) for the purpose of conveying and gathering information required to perform job functions., communicating information, enhancing efficiency and productivity of personnel and ensuring project objectives are achieved.
- Collaborates and advises other administrative personnel (e.g. County Office staff, Business Specialists, etc.) and collaborates with outside agencies for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Coordinates a wide variety of accounting and budgeting projects (e.g. database development, annual budgets, grant reports, audits with County Office Staff, interfaces with audit teams from outside auditors and State/Federal Agencies, etc.) for the purpose of providing required guidance and support.
- Develops, implements, and reviews reporting processes, accounting, and budgeting procedures and internal controls throughout the organizations (e.g. fixed asset policy development, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes and to identify possible process improvements and greater efficiencies and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Guides staff on the compilation of statistical and financial data for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries to other personnel, and ensuring compliance with established guidelines, reviewing results and making appropriate recommendations and adjustments.
- Monitors expenditures against budget, reviews and analyzes a wide variety of account information (e.g. flow of financial transactions, assure posting of revenue and expenditures, resolve issues and make corrections as appropriate, etc.) for the purpose of ensuring the accuracy of reported

information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.

- Presents a wide variety of financial and reported information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities (e.g. for software improvements and other financial policies and procedures, etc.) for the purpose of conveying pertinent information regarding the organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements.
- Recommends policies, procedures and/or actions on issues that relate to financial operations (e.g. current issues regarding fiscal accountability, ERP systems, institutes new accounting procedures, etc.) for the purpose of providing direction and making decisions to improve processes and efficiency.
- Researches a wide variety of financial and administrative topics for the purpose of providing information and recommendations that impact COE operations.
- Responds to inquiries from a wide variety of internal and external sources for the purpose of providing information, direction and appropriate referrals, and system and process improvements and solutions.
- Reviews and reconciles fiscal information and account balances (e.g. general ledger subsystems, year-end closing processes for local and state requirements, etc.) for the purpose of identifying issues and potential issues, getting issues resolved in order to verify accuracy of information, maintaining accurate balances and complying with accounting practices.
- Reviews and prepares a wide variety of finance-related documents (e.g. reports, operating recommendations, policies, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Supervises position control and budgeting and accounting of revenue and expenses (e.g. annual budget, documents, budget requests, variances, projections, and final budget, etc.) for the purpose of ensuring accurate information is processed, presented and reported.
- Trains department staff and business specialists regarding proper budgeting and accounting practices for the purpose of ensuring compliance with the fund accounting and generally accepted accounting principles, internal controls, processes and procedures.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and divisions related to their business activities.

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; using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; analyzing budgets; analyzing accounting data; auditing financial reports; classifying data and/or information; performing mathematical and statistical computations; and managerial skills.

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: advanced principles of accounting, budgetary and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws; accounting/bookkeeping principles; bookkeeping practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; cost/fund accounting; office application software.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, 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 limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information; 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; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often 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, some stooping, kneeling, crouching, and/or crawling 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 with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 47

Personnel Commission Approved: October 19, 2016