

## **ASSISTANT DIRECTOR OF BUSINESS SERVICES**

### **JOB SUMMARY**

Under general direction of the Director of Business and Fiscal Services, the Assistant Director plans, organizes, coordinates, and supervises the maintenance of District's financial books and records and work activities of staff to ensure compliance with applicable laws, codes, regulations, and procedures. The Assistant Director coordinates and manages Business Services data processing functions.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Director of Business Services is assigned to exercise professional judgment and oversight in business accounting matters for the District. The Assistant Director provides leadership and professional support to the department and supervises department operations in the absence of the Director of Business and Fiscal Services.

### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Director of Business Services receives supervision from and is evaluated by the Director of Business and Fiscal Services. The Assistant Director supervises department accounting and support staff as assigned.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Assists with planning, organization, and supervision of the activities of staff in budget control, payroll preparation and maintenance, receivables, payables, cash flow, stores account and has administrative responsibility for the District purchasing activities;
- Reviews and oversees the control and accounting of income and receipts, accuracy of data input into ledgers (e.g., manual data processing inputs), and disbursement of the District funds (e.g., the preparation of warrants);
- Designs and conducts audits of District funds and accounts, prepares year-end financial data for annual audit, prepares audit schedules and act as liaison with internal auditors;
- Gathers and compiles requested documentation for internal and external auditors;
- Provides training to schools and departments on audit findings and internal controls;
- Participates in the development of the monthly, quarterly, and annual reports;
- Provides technical assistance to staff in accordance with District and county procedures and Education Code Requirements;
- Advises and provides fiscal direction to program administrators, managers, and school districts on budget problems, fiscal impact, compliance issues, revenue projection and maximization, expenditures, and other related issues;
- Advises administrators, school site staff, and District staff regarding various fiscal policies and procedures, financial/budget system utilization, and other financial and budget related issues on a regular basis;
- Acts as a liaison with various county and state agencies to resolve fiscal issues;

- Participates in budget development and makes budget adjustments as necessary;
- Supervises and participates in closing activities including reviewing and reconciling year-end accruals;
- Monitors and manages revolving cash funds;
- Assists in analyzing operational costs to develop data and statistics for budgeting and administrative purposes;
- Selects, trains, instructs, supervises, and evaluates accounting staff;
- Reviews, analyzes, recommends, develops, implements, and evaluates changes in existing accounting systems, procedures, and practices;
- Provides the Federal interest calculation and communication with the County Department of Education;
- Reports and reviews on attendance, class sizes, and compliance;
- Serves as the District designee for Position Control, Record Retention Control, and Budget control for any grant funding received;
- Prepares written and oral reports to the Board of Trustees and District staff;
- Assists in the coordination of the Business Services data processing functions;
- Oversees and reviews all funds received and deposited in the county office of education
- Assists the Director of Business and Fiscal Services in preparation of District annual and interim budgets, including data for projections of income and expenditures by programs and funds;
- Consults and coordinates with site/program administrators on their allocation budgets on a regular basis;
- Ensures that all tax reports, retirement reports, and other reports required by local, state, or federal agencies are prepared and submitted in a timely fashion;
- Attends conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District;
- Evaluates department services to determine efficiency and effectiveness in meeting goals and objectives;
- In the absence of the Director of Business and Fiscal Services, assumes responsibility for coordination and general direction of other Business Division operations (as may be assigned);
- Performs other related duties as assigned

### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

**Education:** Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, or a field related to the knowledge and abilities requirements of this classification.

**Experience:** Four (4) years of professional accounting experience, including participating and overseeing the input, preparation, and balancing of general ledgers and/or budgeting,

is required. One (1) year of supervisory experience in the administration of a fiscal program, including accounting, budget preparation and control is required. Public school district accounting experience is desirable.

**Knowledge of:**

- Generally accepted accounting, budgeting, and auditing principles, practices and methods, and their application to governmental accounting;
- Federal, state, and local laws, rules and regulations as they pertain to accounting procedures and systems and records retention;
- Processes of business, banking, and/or other financial systems;
- Principles of financial administration, including budget development and reporting;
- Principles, practices, and techniques of organization, administration, and personnel management;
- Concepts and applications of automated data processing systems and equipment related to financial systems and accounting operations;
- Financial analysis and research procedures, methods, and techniques.
- Principles and practices of employee training and supervision;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;

**Ability to:**

- Prepare clear and concise financial reports;
- Produce work products with high accuracy;
- Effectively manage changes on-the-job;
- Efficiently and effectively manage own work and the work of others;
- Explain, interpret and apply federal, state, and local laws, rules and regulations related to accounting procedures, practices, and reporting requirements;
- Gather and analyze relevant information in order to make logical decisions;
- Effectively communicate both orally and in writing;
- Develop and maintain a positive work relationship with others;
- Provide exceptional customer service; effectively work in a team environment;
- Keep others informed of critical information;
- Utilize accounting systems and office computer equipment and software;
- Evaluate the work of others and effectively manage their job performance;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:**

- Possession of a valid Class C California Driver's License.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical/accounting category. Reasonable accommodations may be made to enable individuals to perform the essential functions of*

*a specific position. These physical standards are generic in nature and tasks may vary dependent on specialized department assignment.*

**Work Environment:** While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions are high volume positions and incumbents are required to work without direct supervision. The noise level in an office environment is usually moderate.

**Physical Demands:** The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. In addition, operation of a motor vehicle with a valid Class C Driver's License.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

<b>ASSISTANT DIRECTOR OF BUSINESS SERVICES Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	09/11/1995
Revised by the Personnel Commission:	01/10/2008, 05/25/2021