

Assistant Director – Internal Business Services

Purpose

The job of Assistant Director – Internal Business Services is done for the purpose/s of planning, coordinating and supervising internal fiscal office functions; performing specialized and technical services requiring application and interpretation of data, facts, procedures and policies; providing functional and technical guidance to obtain, prepare, share and exchange data with administrative, technical, and clerical clients; assisting in maintaining the fiscal integrity and solvency of the organization; aiding in assuring programs are operating within the appropriate fiscal parameters and remain in compliance with the appropriate federal, state, or local regulations; training and supervising the performance of assigned staff..

This job reports to the Director of Internal Business Services.

Essential Functions

Assist in a variety of other assigned activities including internal and external audits, property and inventory valuations and management of fixed assets, debt service management, the County Office self-insured dental program; general ledger maintenance, budget revisions to County Office funds, property and liability insurance, mandated cost program, development of procedure and policy manuals, and other assigned areas.

Assist in the coordination and administering of activities related to the staffing and operational activities of the IFS department including accounts payable, accounts receivable, ADA, fiscal services, auditing and related fiscal activities.

Assist in the coordination and administration of year-end closing processes and compilation of Standardized Account Code Structure System (SACS) fiscal year financial statements; perform year-end closing functions including the development of the year-end calendar, year-end checklist, resource balancing and the preparation of schedules used in the closing audit process; analyze grant and program documents to determine annual expenditures, revenues and related accounts payable, accounts receivable or deferred revenue; assure accuracy of financial reports.

Assist in the purchasing functions for the County Office; oversee the research of available vendors and negotiate pricing.

Assist with annual budget development; collect State budget data for County Office programs, coordinate with internal divisions regarding the development and preparation of new budgets; project and develop data for input into the County Office financial system; prepare projection for the new year.

Assists auditors (e.g. provides audit function for internal control, federal and state compliance, etc.) for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.

Assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation.

Coordinate, prepare, and present a variety of special projects as assigned.

Develop and maintain policies and procedures manual for payroll, accounts receivable, accounts payable, attendance accounting, fiscal services and external accounting record-keeping; assist in the development and implementation of annual goals and objectives for the department.

Maintain knowledge of current and pending legislation related to assigned activities; research, train and implement federal and State required accounting changes including policies and procedures development and implementation; interpret, explain and implement necessary changes, as directed.

Maintain oral and written communications with school districts, external agencies, and internal departments and programs regarding financial matters; research and compile information necessary for the effective operation of internal fiscal services; contact governmental agencies; document government codes and maintain process and procedure information.

Monitor capital asset system; audit of existing records and collect data regarding policies and implementation; develop policies and procedures based on collected data and internal requirements.

Monitor the auditing, analysis, and reconciliation of general ledger accounts including governmental, enterprise and agency funds for completeness, accuracy and compliance.

Oversee the organization and operation of an assigned fiscal office function, including the fiscal responsibility of the Local Control Accountability Plan (LCAP), accounts payable, accounting, accounts receivable, attendance accounting and fiscal services; identify internal and external operations for areas of improvement and implement needed changes.

Participate as a member of the negotiating team; prepare related projections and analyses of financial data for negotiating teams; communicate with unit membership, organizational representation, and State union officials to discuss financial condition of the County Office; discuss financial ramifications of unit and organizational proposals with Director – Internal Fiscal Services or Associate Superintendent, Administrative Services.

Plan, coordinate and supervise an assigned County fiscal office function; perform specialized and technical work requiring the application and interpretation of data, facts, procedures and policies; provide functional or technical guidance to obtain, prepare, share and exchange data with administrative, technical, and clerical clients.

Prepare a variety of financial, statistical, and budgetary statements and reports including monthly financial statements, budget transfers, cost studies, cash flow analyses and revenue and expenditure projections; analyze and reconcile financial statements; assure timely and accurate submission of financial reports.

Prepare and present oral and written presentations, including presentations to management discussing deficiencies; recommend corrective action to improve fiscal operations and efficiency; attend and conduct a variety of meetings as assigned; provide necessary fiscal information for decision-making; provide workshops and training to County Office staff as needed; participate on assigned committees.

Provide an audit function for Internal Control, Federal Compliance, State Compliance and others; prepare written findings and recommendations reports; assist in the training and implementation of findings and recommendations.

Provide technical expertise, information, and assistance to the Director – Internal Fiscal Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Review and approve budget transfers, transfer vouchers, journal entries and cash transfers; audit appropriate reports to verify data as needed; prepare and assist in the preparation of budget and financial reports, claims, waivers and other requested statements.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions.

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 using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

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: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

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 wide diversity of individuals; 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.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work 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 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job-related area.

Equivalency: Associate degree in job-related area or industry related certification (i.e. Certified Business Officer Certification) with job-related experience.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/13/2023

Salary Grade

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