

Director, External Business Services

Purpose Statement

The job of Director, External Business Services is done for the purpose/s of reviewing and commenting on county LEA's finances, budget, and debt issuances; coordinating assigned activities with other County Office divisions County school districts and outside agencies and organizations; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines (i.e., Affordable Care Act; Local Control Accountability); and serving as a member of the cabinet.

This job reports to Associate Superintendent, Administrative Services

Essential Functions

Analyzes a variety of financial information (e.g. budget and financial statements, etc.) for the purpose of providing comments or revising the fiscal status of the LEA.

Collaborates with internal and external personnel (e.g. working with districts to prepare the required Local Accountability Plan and working with Educational Services for reviewing and approving the plan along with districts and charter budgets; Affordable Care Act requirements, etc.) for the purpose of implementing and/or maintaining services and programs.

Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

Conducts internal and external audits (e.g. payroll and accounts payable, etc.) for the purpose of ensuring operations are in accordance with fiscal practices.

Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. paperless department plan, calendar development, staff responsibilities, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.

Facilitates or participates in meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, LCAP policies, deciphering IRS and retirement code, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

Maintains and reconciles a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, contracts, variety of financial, statistical, and budgetary statements and reports, employee-employer statutory payroll histories and apportionments, etc.) for the purpose of providing an up-to-date reference and audit trail.

Manages assigned program and/or departmental responsibilities (e.g. liaison to county government, STRS/PERS, other outside agencies, administration of AB1200 in accordance by serving as liaison between school districts, county office, and Department of Education for fiscal reporting, apportionments, and other data related information, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and District requirements.

Performs personnel functions (e.g. interviewing and employee selection, evaluating, supervising, coaching, disciplinary actions, staff training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of materials (e.g. mandatory state reporting for SELPA, ADA, property taxes, financial statements, department administrators, and external agencies, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.

Presents information to districts in the county (e.g. budget development and/or overviews, accounting processes, distribution formulas, payroll support, CBO/PAC, etc.) for the purpose of communicating information and gaining feedback.

Provides oversight and performs trend analysis for budget expenditures, fund balances and related financial activities (e.g. review school districts fiscal status including cash flow, accounting transactions, fund balances, budget administration, expenditure control, ADA, income projections, and expenditure projections, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications for school districts in Yolo County.

Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

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, highly complex, 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.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; 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; and 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 a variety of 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 types of job-related equipment. Independent 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 to significant. 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; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; 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 significantly 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, 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: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

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

6/21/2017

Salary Grade

125