

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Director II – Controller

Range 19

FLSA: Exempt

SUMMARY

Under the general direction, plans, organizes, supervises, and directs the activities and operations of the County Office accounting and financial services; provides county-wide CalPERS and CalSTRS reporting; provides payroll services for several school districts; ensures compliance with applicable laws, regulations, and policies; trains and evaluates assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Develops, maintains, and monitors County compliance of accounting, budgeting, and internal control systems and procedures. (E)
- Directs and oversees the operations of the County’s payroll, accounts payable, accounts receivable, and maintenance of the general ledger. (E)
- Directs and oversees the countywide CalSTRS and CalPERS reporting. (E)
- Manages contractual payroll services for several school districts. (E)
- Reviews, audits, and approves journal entries, budget transfers, payroll, AP warrants, purchase orders, and deposits. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Coordinates and oversees the County’s year-end closing process.
- Prepares financial reports, and schedules.
- Assists in compiling periodic revised estimates of the current year’s budget and interim reports, and in developing the next year’s budget.
- Participates in the design and coordinates implementation of improved fiscal policies for the County.
- Maintains and interprets information regarding changes in laws, regulations, and policies affecting County fiscal functions.

- Provides liaison with, and prepares schedules for, the external auditors.
- Provides fiscal consultation, training, and technical advice to County staff.
- Provides technical support and assistance to school district personnel on retirement matters.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 Accounting and budgeting principles and procedures in a public school setting.
 Principles and techniques of personnel management and supervision.
 Fiscal-related rules, laws, regulations, Education Code provisions, and County policies.
 Practices, codes, and regulations related to the production of employee payroll and retirement benefits.
 Principles of business management, including office methods, procedures, and equipment.
 Financial software.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, spreadsheet and other related software applications.

Ability to:

Analyze, interpret, apply, and explain accounting and budgeting principles and procedures.
 Audit and verify financial documents and reports.
 Train, supervise, and evaluate staff performance.
 Explain and enforce policies, procedures, and regulations
 Effectively present information.
 Apply concepts of mathematics, such as calculations of discounts, interests, commissions, proportions and percentages.
 Prepare reports; maintain records.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree with major coursework in accounting, economics, business administration, or a related field.
 Five (5) years of responsible supervisory-level experience; training in an accounting or fiscal field, preferably in public agency setting.
 Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

Approved By: Personnel Commission
Approved Date: December 21, 2007