

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, District Controller Services

Range 19

FLSA: Exempt

SUMMARY

Oversees and assists the District Business Services departmental staff, ACOE management, and school districts with banking, accounting, procedural and regulatory issues; establishes, maintains, and oversees proper departmental procedures.

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.

- Advises and provides training to all levels of county and school district staff on complex accounting, banking, and school business issues. (E)
- Coordinates and directs District Business Services staff functions. (E)
- Oversees audit, approval, recording, and reconciling of all school district warrants, including payroll and vendor payments, in accordance with State laws and regulations governing the COE and school districts. (E)
- Acts as a liaison between the school districts and both the County Treasurer and Auditor on all banking issues, including revenue, deposits, warrants, transfers, interest, and account maintenance. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Develops and implements policies and procedures for cost effective business services practices.
- Oversees the proper recording, monitoring, and reconciliation of all school district bank accounts and cash balances.
- Manages the receipt, calculation, recording, and distribution of all State apportionment funding for all school districts and charter schools.
- Oversees the receipt, recording, and distribution of all property tax revenue for all school districts.
- Maintains general ledger postings.

- Audits and approves apportionment payments to direct-funded charter schools.
- Coordinates the compilation, certification, and transmission of all school district attendance data in accordance with State regulations and software.
- Maintains records of revenue, banking transactions, cash reconciliations, payroll and vendor registers, attendance reporting, financial reports, and related documentation.
- May advise school districts in the preparation and review of State and Federal reports, including interpreting regulations and implementing changes in school finance.
- May develop and interprets statistical and financial information for school districts. Follows up with school districts in response to independent auditor's findings.
- May review, recommends approval or certification, and files financial reports with the CA Department of Education, State Controller's Office, and Federal Agencies for the county office, and other educational agencies within Alameda County.
- May participate in the fiscal oversight of financially troubled school districts.
- May advise management staff on budgeting, accounting, and auditing policies and procedures; conducts training for school districts and ACOE personnel in business issues.
- May interpret and disseminates information regarding State and Federal laws and regulations affecting the accounting operations of the COE and school districts.
- May participate in the development and implementation of new or improved data processing systems and data processing procedures.
- Provides financial management (Chief Business Official) and support for two small school districts.
- 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
 School District budgeting, attendance and auditing
 California School Accounting and generally accepted accounting principles, practices and terminology
 Charter School laws and regulations
 Governmental Accounting Standards Board requirements and responsibilities
 Principles and practices of sound fiscal management
 Principles of personnel management
 Banking rules, regulations, and procedures
 Federal, State and local codes and regulations

Research and reconciliation methods and procedures
Automated financial data processing systems
Budget preparation and control
Procedural documentation and development
Internal control and cash monitoring procedures
Technical aspects of School district budgeting and accounting
Office equipment such as computer, printer, fax machine, photocopier
Word processing, spreadsheet and other related software applications

Ability to:

Maintain high level of customer service for all school districts.
Provide effective direction and training to departmental staff on a variety of financial, procedural, regulatory, and personnel issues.
Identify areas of professional development for staff.
Analyze, improve, and document all functional areas of the department.
Interpret and explain business and regulatory developments, policies, and procedures.
Perform complex financial research and data compilation.
Coordinate departmental priorities on short- and long-term basis.
Train, supervise, and evaluate staff.
Prepare reports and maintain records.
Communicate effectively verbally and in writing, including the presentation of financial data.
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 in accounting or business.
Five (5) years related experience, including two (2) years as a supervisor.
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, walk, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. 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