

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
DIRECTOR OF INTERNAL FISCAL SERVICES**

**DEFINITION:**

Under the direction of the Assistant Superintendent-Business Services, this position requires a high degree of organizational, planning, personnel, accounting and business skills which will be applied in dealing with program managers, business and clerical staff. The position involves extensive analytical, interpretive, and communication activities, in a computerized reporting environment. This position is responsible for the oversight of daily and long range functions of the fiscal department.

**ESSENTIAL DUTIES AND JOB FUNCTIONS:**

- Provide advice, support and oversight to county programs in areas related to budgets, accounting procedures and practices, legal issues, bid preparation, training, projections, strategies, receipt of revenues, payment of obligations, payroll and other finance-related matters. Assist with projecting revenues and providing budget development advice to appropriate personnel.
- Review and assist program managers with budgets and assist with various SACS budget, interim and year end reports. Compare and analyze revenues, expenditures, outstanding obligations and receipts for prior year; prepare budget revisions, make recommendations and determine ending balances. Assist program managers in preparing periodic reports.
- Monitor program budgets during the fiscal year and provide alerts if budgets are overspent or revenues are not received as expected. Advise program managers of projected excess carryover per award documents.
- Review all requisitions for appropriate account numbers, object classifications and approvals.
- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Maintain accurate records of department fixed assets.
- Prepare, distribute and collect Personnel Activity Reports.
- Monitor and adjust workers compensation rate.
- Direct and/or prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.
- Make standing decisions on important recurring matters.
- Assist with training staff and other appropriate audiences.
- Establish and maintain various reporting systems.
- Interpret technical information to administrators and staff. Responsible for reviewing, interpreting and communicating legislation, state regulations and legal opinions to school administrators, staff and the Assistant Superintendent.
- Consult with other county departments and staff.
- Assist with establishing and maintaining systems of accounts, transactions and record-keeping which comply with the state accounting manual for use by school districts and the county superintendent.

- Responsible for evaluating accounting and budgeting systems and recommending procedural and policy changes.
- Responsible for coordinating independent audit. Prepare related documents for audits and submit to appropriate agencies as assigned; assist in resolving audit findings and assists department in establishing internal controls needed due to an audit finding.
- Attend and conduct a variety of trainings and meetings as assigned.

OTHER DUTIES:

- Approve new users and appropriate security levels on the financial system; approve exiting user security changes.
- Participate on special projects as directed.
- Perform related duties as assigned.

KNOWLEDGE OF:

- School budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California School Accounting manual.
- Board policy and administrative regulations.
- State and federal time lines and processes.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements related to school budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide advice, support and oversight to county programs in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Operate the financial software system and train others in the proper operations of the system.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain current knowledge of related legislation.

- Manage or participate in technical and administrative decision-making and problem-solving.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business, accounting, public administration or related field and five years increasingly responsible experience in school district auditing, budgeting and administration.
- Master's degree in business, accounting, or public administration or CPA preferred or
- The equivalent combination of experience and education that demonstrates the knowledge and skills to perform the duties of the position. Increasingly responsible experience in public accounting or school business administration with at least four (4) years at a management level in a complex computerized environment.

Preference will be given to applicants with experience in school auditing, business administration and school business administration.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver license with own reliable transportation and evidence of insurance.

ENVIRONMENT:

Office environment.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.