

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUPERVISORY POSITION

JCN: 411
RANGE: 168
EXEMPT

STUDENT SERVICES FINANCIAL SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Chief Student Services Officer and Director of Fiscal Student Services, perform professional and highly complex school finance duties involved in the development, maintenance and support of School District, Charter School and Joint Powers Agency (LEA), and behavioral health financial management activities; provide consultation and/or technical assistance to assigned Student Services supervisors and staff, LEA and other business staff as required; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Analyze and advise the Chief Student Services Officer and Director of Fiscal Student Services regarding the financial effects of proposed salary schedule adjustments or other elements of proposed collective bargaining agreements.
- Analyze LEA and behavioral health general ledgers and other financial information for compliance with applicable contract requirements, laws and regulations; identify opportunities for enhanced support of student services program needs; collaborate with the County Department of Behavioral Health and LEA administrators and business staff regarding financial management in support of student services programs; participate in inter-departmental program/fiscal intervention activities; prepare and present information to the County Department of Behavioral Health, LEAs' governing boards and others as needed.
- Communicate with various county office departments, LEAs and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; consult with county office and LEA personnel regarding the financial status of student services funds and accounts; coordinate information with School Services of California, California Department of Education, Department of Social Services, Department of Health Care Services, and other organizations to ensure effective and accurate accounting procedures.
- Perform professional and highly complex duties involved in the development, maintenance and support of student services financial management activities including, but not limited to, budget development, financial reporting, accounting, and auditing; evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed; assist with student services fiscal policy and procedure development; ensure county office fiscal guidance to behavioral health department and LEAs is compliant with applicable special education and behavioral health laws, codes, rules, regulations, policies and procedures.
- Plan, organize and conduct orientation and in-service training programs and workshops regarding student services budget development, expenditure control, disbursement procedures and other related fiscal matters.
- Plan, organize, control and support the direction of operations and activities of the Student Services Department with the Chief Student Services Officer and the Director of Fiscal Student Services; direct the financial analysis and auditing work programs assigned to student services accountants and accounting technicians; coordinate financial activities involving the County Auditor-Controller/Treasurer- Tax Collector's Office; oversee data collection and preparation of federal and state financial reports and insurance claims; analyze and monitor special education and behavioral health fiscal trends with fiscal solvency implications for the County Superintendent and LEAs.
- Provide assistance and technical information to the Chief Student Services Officer and the

Director of Fiscal Student Services, as required; participate in the development and implementation of policies and procedures.

- Train LEA and other staff to prepare student services budgets and interim reports, including multiyear financial projections, claims processing, and cash flows, implement year-end closing procedures, prepare unaudited actuals, prepare budget revisions and journal entries, and a variety of other student services accounting and finance activities.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or terminations.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent, Chief Student Services Officer and Director of Fiscal Student Services, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting, budget planning and fiscal record management, storage and retrieval systems.
- Computer accounting systems, systems analysis techniques, spreadsheets, computer accounting and financial forecasting.
- Cost and general accounting, fiscal planning, and audit procedures.
- Legal mandates, policies, regulations, and guidelines pertaining to accounting, budget development, expenditure control and fiscal record management and reporting processes.
- Principles and practices of supervision and training.
- Principles, methods, practices, and procedures concerning LEA accounting and financial record management and reporting systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements

and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Evaluate fiscal criteria and standards used in Budget analysis and make recommendations as needed.
- Meet schedules and timelines.
- Perform a variety of specialized and technical duties involved in the development, maintenance and support of LEA finance and accounting activities.
- Plan and organize work.
- Plan, organize and conduct in services, workshops and training seminars.
- Prepare comprehensive narrative and statistical reports.
- Prepare records and reports related to assigned activities.
- Provide assistance and technical information to the Director of Fiscal Student Services.
- Provide consultation and technical assistance to LEA personnel, accountants and others as required.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Finance, Accounting or related field preferred.

EXPERIENCE:

- Five years increasingly responsible experience in school district accounting in preparation and maintenance of general ledger accounting systems, accounts payable, accounts receivable, cash control, claims processing, and financial and budget reports in a moderately large organization.

LICENSES AND OTHER REQUIREMENTS:

- Chief Business Official (CBO) Certification preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2015

Revised: October 1, 2017

Revised: March 22, 2019