

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS SUPERVISORY POSITION

JCN: 275  
RANGE: 165  
EXEMPT

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## INTERNAL BUSINESS SERVICES SUPERVISOR

### BASIC FUNCTION:

Under the direction of the Senior Director, Internal Business Services, perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of designated county office programs and functions; prepare and audit a variety of financial, statistical and budgetary reports, statements and records; participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned; and supervise and evaluate the performance of assigned personnel.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Assist in the development, implementation, and analysis of internal business services policies, standards, and procedures to enhance departmental efficiency; develop forms to meet the department/organizational needs
- Calculate, post, audit and adjust journal entries; monitor, evaluate and reconcile assigned accounts and budgets; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting as assigned; ensure banking statements match county office records.
- Communicate with county office administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Coordinate and direct communications, information, and staff to meet county office fiscal needs and ensure smooth and efficient department activities; ensure proper and timely resolution of fiscal-related issues and concerns with discretion; direct the preparation, analysis, processing and distribution of departmental correspondence, forms and documents.
- Coordinate staff meetings and workshops to communicate fiscal services information to administrators and staff regarding policies and procedures; conduct training sessions and other staff development activities as assigned; prepare and deliver oral presentations, as assigned.
- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; ensure accuracy of input and output data; ensure mandated reports are completed and distributed to appropriate agency or personnel according to established timelines.
- Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned; test and analyze new systems and procedures for effectiveness and operational efficiency; provide recommendations concerning the selection and implementation of accounting systems and procedures; assist in troubleshooting and resolving related issues and problems.
- Participate in the review, development and maintenance of budgets related to designated programs; prepare income and expenditure projections and provide recommendations concerning budgetary allocations.
- Perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of designated county office programs and functions; ensure financial activity of assigned accounts comply with applicable laws, codes, rules, regulations, policies and procedures.

- Plan, organize, control and support the direction of operations of assigned program with the Senior Director of Internal Business Services; direct accounts payable, budgeting accounting and financial reporting functions to meet county office fiscal needs; ensure county office fiscal activities comply with established laws, codes, regulations, policies and procedures.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to designated accounting functions; review and analyze financial statements, records and reports to ensure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; ensure accurate reconciliation of designated accounts.
- Provide consultation, training and technical assistance to county office personnel concerning accounting functions, systems and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related practices, procedures, standards, requirements and techniques.
- Serve as a liaison between the County Superintendent and governmental agencies concerning mandated financial reports and assigned accounting functions; resolve related issues and discrepancies; assist outside auditors by providing financial documents and information as requested.
- Set up and maintain master maintenance data in the financial system; link new data as requested by accountants; update internal validation tables; assist with processing contracts for external agencies ensuring compliance requirements are maintained
- 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.
- Complies 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 and administrators, 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:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Budget preparation and control.
- Financial analysis and projection techniques.
- Financial and statistical record-keeping techniques.
- General accounting, budget and business functions of a county office.
- Generally accepted accounting and auditing principles, practices and procedures.
- Methods, procedures and terminology used in professional accounting and auditing work.
- Policies and objectives of assigned program and activities.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Record retrieval and storage 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:

- Analyze financial data and prepare reports, forecasts and recommendations.
- Calculate, post, audit and adjust journal entries including income and expenditures.
- Compare numbers and detect errors efficiently.
- Ensure proper and timely resolution of accounting issues, discrepancies and conflicts.
- Maintain accurate financial and statistical records.
- Make complex decisions in accordance with financial policies and procedures.
- Make mathematic computations with speed and accuracy.
- Meet schedules and time lines.
- Participate in the development, implementation and analysis of designated accounting and budgetary systems and procedures as assigned.
- Perform professional and highly complex accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records in support of assigned programs and functions.
- Plan and organize work.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
- Provide consultation, training and technical assistance to county office personnel concerning accounting functions, systems and related functions.
- 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 minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

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

### **EXPERIENCE:**

- Five years increasingly responsible professional accounting experience.
- School district/county office experience preferred.

## **LICENSURE AND OTHER REQUIREMENTS:**

- 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 principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

## **APPROVED:**

Effective: 02/01/2008

Revised: 10/01/2017; 07/01/2022