

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

FINANCIAL SERVICES MANAGER, SPECIAL EDUCATION

Basic Function

Under the direction of the Assistant Superintendent, Special Education, responsible for the budget preparation, monitoring and revisions for the Special Education Program. Coordinates and performs the preparation of complex financial records and reports relating to Special Education and the various programs operated. Supervises and is responsible for the processing of expenditures, contracts and other financial documents.

Representative Duties

1. Responsible for the preparation of the Special Education Program budget, revisions and/or amendments; monitors expenditures of all components of the budget; and makes recommendations to the Assistant Superintendent, Special Education, regarding the budget plan.
2. Researches, analyzes and assists in the completion of the SELPA Funding Model Report generating special education funding; coordinates the implementation of the Medi-Cal reimbursement program for eligible students in special education.
3. Responsible for and directs the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
4. Provide leadership and coordination for the assigned staff of the division; select, train, supervise and evaluate the day-to-day activities of assigned personnel; prioritize workload, schedule and assign work; monitor quality and production schedules.
5. Coordinates the data processing and report generating of the Management Information System for individual student data; prepare reporting documents and fiscal reports.
6. Attend and prepare presentations for in-service to Special Education staff regarding budgets, travel and attendance accounting; expenses for classroom supplies, repairs, maintenance and capital equipment.
7. Coordinate and oversee the preparation of invoice billings and payments to outside agencies for Special Education.
8. Oversee the preparation and appropriateness of expenditures and perform purchasing duties for all programs in Special Education; order, prepare purchase orders, reconcile payments and charge appropriate accounts.
9. Perform and direct the input of budget and report data into terminals and microcomputers; reconcile expenses and income to adopted budget; generate original budget reports and other special education documents.
10. Prepare year-end projections, analyze financial data, employee salaries and fringe benefits for review by the Assistant Superintendent, Special Education.
11. Verify budget and report data; monitor expenses verses budget for individual Special Education programs; trace and correct any discrepancies.
12. Research, analyze and prepare financial data as needed and requested by the Assistant Superintendent, Special Education.
13. Perform other essential job related duties and responsibilities as assigned.

Knowledge and Abilities

Knowledge of

Principles, practices, and regulations pertaining to school accounting and budgeting methods, standards and procedures.

Principles and practices of administration, supervision and training.

Modern office management methods, practices, procedures and equipment.

Computers and applicable software programs.

Statistical and financial recordkeeping techniques.

Interpersonal skills using tact, patience and courtesy.

Ability to

Interpret and apply state and federal regulations relating to public fiscal accounting.

Perform statistical and mathematical calculations with speed and accuracy.

Plan and organize work; analyze problems and develop solutions.

Compile and analyze financial data and prepare complex reports.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others and the public.

Education and Experience

Two years of college with a major in accounting, business administration, public administration or a related field and three years of increasingly responsible experience in accounting functions, preferably in a public agency.

Licenses and Other Requirements

Incumbents in this class must possess a valid California driver's license and insurance coverage as required by the County Education Office.

Working Conditions

Typical office environment; occasional travel to other sites and meetings.

Approved by Personnel Commission:

June 30, 1994

Revised:

January 25, 2001 (title change only)

March 24, 2011