

## **BUSINESS SYSTEMS MANAGER**

**Reports to:** School District Financial Advisor

**Division:** Administrative Services

### **Our ideal candidate**

You are a self-directed problem solver with excellent customer service and communication skills. You have a strong ability to combine finance, business, payroll, and technical knowledge to troubleshoot software problems, assist users, and streamline financial system operations. You demonstrate excellent interpersonal skills by using tact, patience, and courtesy to establish and maintain effective working relationships with coworkers, customers, and vendors. You possess excellent oral and written communication skills and enjoy teaching and helping others.

### **General description**

Under the direction of a District Financial Advisor, manage assigned department operations and projects, provide technical expertise and support relating to the financial system; assist the department with the ongoing development, testing, training, and enhancement of the computerized financial system; train, supervise, and evaluate the work performance of staff.

### **Specific duties and responsibilities**

- Support managers in financial system error identification, troubleshooting, and resolution
- Work with system users in coordination with Information Technology Services staff and software vendor to correct and resolve issues
- Test financial system solutions to assure proper production operation
- Interpret and apply laws, business rules and regulations related to computer business systems, policies including legislative matters and other related issues
- Coordinate, facilitate, and analyze issues for ongoing release of system software features and system upgrades for the countywide financial management system
- Provide system support, training, and services to school district personnel in understanding and using computerized business systems, manuals, user's guides, and other documentation
- Support SBAS managers with special finance, budget, payroll projects and activities
- Act as a support person on assigned topics among districts, the Santa Barbara County Education Office, and county and state entities
- Participate in the development of unit goals, objectives, and planning
- Monitor assignments to achieve planned time lines
- Direct or participate in the preparation, maintenance, and certification of a variety of financial and statistical reports, records, and files related to school district business and other SBAS functions and activities
- Supervise, evaluate, and provide leadership to staff
- Assist with the formulation and implementation of departmental policies, procedures, and projects
- Assist with planning and implementing short and long-term programs and activities to develop and promote assigned operations and services
- Develop and deliver oral and written reports, recommendations, and presentations

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- Communicate clearly with internal constituents, external agencies, and school district personnel to coordinate activities and programs, resolve issues and conflicts

### **Requirements**

Education: Any combination equivalent to a Bachelor's Degree in accounting, business administration, economics, or finance.

Experience: Demonstrated success in a responsible position at a similar level with at least two years of supervisory experience, preferably within a school district or county office environment.

### Knowledge and Skills:

- Knowledge of computer systems and applications related to financial activities
- Principles and practices of administration, supervision, training, and data processing principles and techniques
- Principles, practices and regulations pertaining to finance and payroll
- Federal, State and local rules, regulations, policies and laws affecting school districts
- Generally accepted accounting principles and practices related to fund accounting

### **Abilities:**

- Plan, organize and monitor assignments to meet critical deadlines
- Prepare, analyze, review, reconcile, and audit complex financial data and reports
- Make complex arithmetic and statistical computations
- Research, interpret, apply, and explain laws, rules and regulations
- Establish and maintain a calm, tactful, friendly, and diplomatic manner
- Communicate effectively both orally and in writing
- Organize, summarize, and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding
- Understand and follow complex oral and written directions
- Work cooperatively with others and maintain effective working relationships with staff and district personnel and co-workers
- Work confidentially and with discretion

### **Licenses and certificates**

Incumbents in this class must possess a valid California Driver's license.

### **Working conditions**

Typical office environment; travel from site to site; work is performed indoors with minimal exposure to health and safety risks.

### **Management salary range 19**

Approved by the Personnel Commission: March 17, 2016  
Revised: February 22, 2018