

### FISCAL SERVICES CONTROLLER

**Reports to:** Administrator, Internal Services

**Division:** Administrative Services

#### Our ideal candidate

You are an innovative professional with excellent communication skills, and a proven track record establishing rapport and earning the trust of colleagues and end users because of your attitude and results. You are good with people. You are an excellent problem-solver, highly responsible and take ownership of all the tasks and responsibilities of the position. You perform thorough analysis of data and can also summarize and express complex concepts concisely to others who have varying levels of understanding. You analyze processes, procedures and seek to improve efficiencies to provide increased services to our programs and to the organization. You understand politically sensitive issues and handle in a diplomatic and confidential manner. You conduct research, communicated effectively and solve problems, or collaborate with other managers in that pursuit, without leaving the solutions to others. You mentor and train others, and give credit where it is due. You are solutions oriented, inspire others, and lead by example. You are committed to providing the best service available to the Santa Barbara County Education Office and the employees supervised by this position.

#### General description

Coordinates, supervises, analyzes, monitors, and reviews the technical aspects of fiscal operations. Performs administrative duties including research and problem solving and recommends procedures in assigned areas for the operation of the Fiscal Services Department.

#### Specific duties and responsibilities

- Assist in fiscal matters as needed
- Participate in the selection of new employees; supervise, coordinate, and provide work direction to assigned personnel; evaluate work; provide training as necessary
- Monitor the budget throughout the fiscal year; assist program managers with budget questions and issues, and assist in resolving financial matters
- Conduct random internal audits
- Oversee the preparation of special education reports, year-end financial statements, administrative requests, and other special projects and special reports as necessary
- Monitor and approve the posting of income and expense and associated budget transfers; approve positions in accordance with program budgets
- Coordinate financial audits by outside auditors and agencies
- Attend a variety of meetings and serve on task force committees as assigned
- Develop and assign program number designations for new grants and projects; oversee the maintenance of the office chart of accounts
- Make recommendations for manual and computerized system enhancements
- Oversee the management of fixed assets
- Monitor and revise, as necessary, the office deferred maintenance plan
- Set up program managers and office personnel in the office financial system and facilitate training
- Analyze financial and accounting reports and statements and provide evaluation regarding trends and projections; evaluate program grants prior to submission for funding

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- Maintain program files for grant award and categorical programs and ensure that reporting time lines for funding sources are met
- Oversee the preparation of requests for cash advances and claims for reimbursements
- Prepare and oversee the preparation and review of various office budgets; meet with program managers as a member of the Fiscal Review Team; oversee the compilation of budgets and their reporting on state forms
- Prepare and monitor budget and actuals for the SIPE Workers Compensation JPA; present the budget to the SIPE JPA Board
- Coordinate year-end close including the fiscal evaluation of each program, both unrestricted and restricted and of the establishment of the accounts receivables and accounts payable listings; oversee the preparation of year-end state reports
- Oversee the opening of the new fiscal year books
- Perform other related duties and responsibilities as assigned

#### Requirements

Education: Bachelor's degree in business administration, accounting, or a related field

Experience: demonstrated success in a responsible position at a similar level and four years of experience in business at a management or supervisory level, preferably in a public education setting

#### Knowledge and skills

- Principles, practice, and regulations pertaining to budgeting, accounting, finance, and record-keeping
- Basic data processing principles and techniques, including microcomputers
- Principles and practices of business, management, administration, supervision and training
- County Office organization, operations, policies, and objectives
- State, federal, and local rules, regulations, policies, and laws affecting County Education Office financial activities, including education and various other related codes
- Modern office practices, procedures and equipment
- California School Accounting Manual
- Generally accepted accounting principles and practices, especially applicable to county Education Offices
- Excellent oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

#### Abilities

- Manage a variety of tasks concurrently
- Prepare, analyze, review, reconcile, and audit complex financial data, grants, contracts, and reports; determine proper course of action to resolve problems and issues
- Communicate effectively both orally and in writing; understand and follow complex oral and written directions
- Prepare and make presentations on assigned topics
- Select, train, schedule, monitor, and evaluate assigned staff
- Make complex arithmetic and statistical computations accurately

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- Work cooperatively with others and maintain effective working relationships with program staff and co-workers; establish and maintain a calm, tactful, friendly and diplomatic manner
- Plan, organize, and initiate new projects as needed
- Organize, summarize and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding
- Work independently with minimal supervision
- Research, interpret, apply, and explain laws, rules, and regulations as they apply to school business activities
- Operate a variety of office equipment
- Work confidentially with discretion

### Licenses and certificates

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.

### Management salary range 26

Approved by the Personnel Commission:	July 5, 1990
Revised:	January 25, 2001
	May 26, 2005
	May, 2009
	August 8, 2018