

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
ASSISTANT SUPERINTENDENT—BUSINESS**

DEFINITION:

Under the supervision of the Superintendent, the Assistant Superintendent-Business Services will lead and supervise the Tehama County Department of Education's budget and Business Services Department. Personally perform first line tasks for TCDE and Tehama County school districts including budget, payroll, financial recordkeeping, reports, and required oversights.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Work with Superintendent / Deputy Superintendent on County School Service Fund budget and financial operations.
- Responsible for all district fiscal oversight activities related to AB 1200.
- Prepare State fund apportionments computations monthly.
- Classify and compute tax apportionments to CSSF to distribute income to proper County School Service Fund accounts.
- Prepare and/or supervise County Office and district budgets and finances, prepare State and Federal reports.
- Conduct workshops for district personnel.
- Oversee account recordkeeping and keep department heads informed on the status of their accounts.
- Responsible for encumbrances and liquidation to be sure all purchase orders and travel orders are cleared in order to have accounting of current liabilities and receivables at the end of the year; and that prior year current liabilities and receivables are properly processed.
- Classify incoming CSSF checks or funds to correct accounts and deposit the same with County Treasurer.
- Prepares financial information and reports for County Board of Education.
- Review and sign various reports, transfers, budget revisions, and affidavits.
- Supervise and evaluate the performance of immediate subordinates.
- At the request of the Superintendent/Deputy Superintendent, gather information in regard to new finance laws and assist school districts in obtaining fiscal information.
- Assist school districts in keeping current with regards to school finance and accounting.

- Supervise the inventory of building, equipment, and warehouse for the Department of Education.
- Oversee cooperative purchasing and billing for the Department of Education and local school districts.
- Provide financial information to Department's negotiation team.
- May serve on the Department's negotiating team.
- Perform other duties as assigned.
- Drive frequently for department business.

KNOWLEDGE OF:

- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California Accounting manual.
- Board policy and administrative regulations.
- State and federal time lines and processes.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements of school districts related to budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Provide collaborative leadership and an effective management style.
- Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships.
- Operate a computer and assigned office equipment.
- Operate the financial software system and train others in the proper operations of the system.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prioritize effectively.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain current knowledge of related legislation.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- A bachelor's degree in business, accounting, public administration or related field and five years increasingly responsible experience in an educational setting.
- Demonstrated successful leadership experience

Preference may be given to applicants with experience in school business administration with CBO education and training or Masters Degree in a related field.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license and evidence of insurance.

ENVIRONMENT:

Office environment.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.