



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEFINITION:

Under the supervision of the Superintendent, this position is responsible for leadership and supervision of the Business Services Department.

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, that may be found in positions within this classification.

- Consult with Superintendent on budget and financial operations matters.
- Fiscal oversight of all county district activities related to AB 1200.
- Oversee County Office review of fiscal requirements of district Local Control Accountability Plans (LCAPs).
- Effectively manage and supervise Business Services department staff, including evaluations and maintaining appropriate staffing levels.
- Oversee State fund apportionments computations monthly.
- Supervise the annual financial audit with outside agency.
- Classify and compute tax apportionments to distribute income to proper County School Service Fund accounts.
- Oversee County Office and district budgets and finances.
- Oversee preparation and monitoring of fiscal data related to the County Office's LCAP.
- Oversee County Office charter school fiscal operations, budgets and fiscal impacts of their LCAPs.
- Oversee account recordkeeping and keep department heads informed on the fiscal status of their programs.
- Responsible for monitoring all expenditures practices in order to mitigate the exposure of fraud and lack of controls.
- Prepare financial information and reports for County Board of Education.
- Review and sign various expenditure reports, transfers, budget revisions, and affidavits.
- Research and keep abreast of new finance laws that effect educational institutions.
- Represent the County Office at state and regional education finance meetings.
- Assist school districts in keeping current with school finance and accounting practices and processes.
- 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.
- Actively participate on the Department's negotiation team.
- Perform other duties as assigned.
- Drive frequently for department business.

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.
- Preference will be given to applicants with experience in school business administration and/or Master's Degree in a related field.
- Master's degree in a related field is preferred.
- Certified Public Accounting is preferred.

KNOWLEDGE OF:

- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California School Accounting Manual.
- Superintendent and Board policies and administrative regulations.
- State and federal time lines and processes.



Tehama County Department of Education
 Job Description
 Assistant Superintendent, Business Services

Official: 
 Effective: 06/20/18

- 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:

- Maintain confidentiality.
- Provide collaborative leadership and an effective management style.
- Provide advice, support and oversight to county districts in areas related to budgeting, LCAPs, 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.

PHYSICAL DEMANDS:

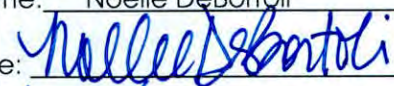
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- 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 visual acuity, 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.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only	
Created: <u>July 26, 2013</u>	Revised: <u>June 20, 2018</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u></u>	
Date: <u>6/20/18</u>	