



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Administrator, Fiscal Services

**Class Code: 1101
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan and coordinate the activities of the Fiscal Services Unit within the Administrative Services Division; coordinate assigned activities with other units, divisions, outside agencies and the general public; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from higher level management staff.
2. Exercises direct supervision over supervisory and professional staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Administer the organization, staffing, and operational activities for the Fiscal Services Unit including projecting and monitoring income and expenditures for the Department of Education.
 3. Develop and implement goals, objectives, policies, and priorities for the Fiscal Services Unit; identify resource needs; recommend and implement policies and procedures.
 4. Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies.
 5. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 6. Plan, prioritize, assign, and review the work of staff responsible for providing services for fiscal services; prepare work schedules for appropriate staff.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

7. Develop and administer the Department of Education budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
8. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
9. Monitor income and expenditures and develop individual budgets for each program and special project.
10. Participate in the development and implementation of an integrated financial management system.
11. Supervise the preparation of required state and federal financial reports.
12. Coordinate services with those of other divisions and outside agencies and organizations; provide staff assistance to the Assistant Superintendent, Business Services; prepare and present staff reports and various other reports including the annual financial report.
13. Analyze and adjust financial projections during the fiscal year; update and make recommendations based upon findings.
14. Oversee the preparation and maintenance of accurate accounting records on financial and budget transactions for the Department of Education; monitor income and expenditure account transactions for accuracy and propriety; estimate income through various programs, taxes, state apportionments, block grants, and contract services.
15. Manage the organization's internal payroll program.
16. Coordinate and participate in the preparation of proposed language for inclusion in school finance legislation.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fiscal services
18. Assist school districts with financial needs as appropriate.
19. Demonstrate attendance sufficient to complete the duties of the position as required
20. Perform related duties and responsibilities as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of a fiscal services program.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Financial Management Information Systems.
5. Modern and complex principles and practices of accounting, payroll, and budgeting.

Knowledge of (cont.):

6. Procedures, methods, and techniques of budget analysis and preparation.
7. Principles and practices of mathematics, statistics, and financial analysis.
8. Methods and techniques used in financial research and revenue forecasting.
9. Automated system capabilities and limitations pertaining to payroll and accounting programs.
10. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
11. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Analyze and interpret financial and accounting records.
4. Effectively oversee and participate in budget development activities of the Department of Education.
5. Prepare complex financial statements, reports, and analyses.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in accounting, finance, business, or public administration or a related field, and five years of educational experience in fiscal management and accounting including considerable supervisory experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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