



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

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**Manager Accounting and Budget Support**

**Class Code: 1512  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, plan, analyze, and coordinate accounting and budget functions within the Administrative Services Division; participate in the development and implementation of budget programs for the Department of Education; 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 managerial, professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work 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. Participate in the development and implementation of goals, objectives, policies, priorities, and strategic plan for Fiscal Services; identify resource needs; recommend and implement policies and procedures.
  2. Project and monitor income and expenditures for the Department of Education; prepare tentative, interim, and final budget submissions with established guidelines; review expenditures to ensure compliance.
  3. Develop individual budgets and estimate incomes for cost centers and programs.
  4. Project cash flow, review and process budget transfers, and make appropriate changes to cost centers and individual accounts as needed.
  5. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
  6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing accounting and budget services; prepare work schedules for appropriate staff.
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. Research, analyze and compile information for the preparation of required state and federal financial reports.
11. Coordinate services with those of other divisions and outside agencies and organizations; provide staff assistance to the higher level management staff; prepare and present staff reports and various other reports including the annual financial report.
12. 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.
13. Coordinate and participate in the preparation of proposed language for inclusion in school finance legislation. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fiscal services
14. Demonstrate attendance sufficient to complete the duties of the position as required
15. Perform related duties and responsibilities as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Modern and complex principles and practices of accounting, payroll, and budgeting.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Financial Management Information Systems.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Procedures, methods, and techniques of budget analysis and preparation.
6. Principles and practices of mathematics, statistics, and financial analysis.
7. Methods and techniques used in financial research and revenue forecasting.
8. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
9. Pertinent federal, state, and local laws, codes, and regulations.

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**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, 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. Establish and maintain effective working relationships with various constituencies.
5. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. 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 Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or a related field, and four years of finance, budgeting, accounting, or related 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.

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### **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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