



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

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**Program Manager, District Accounting**

**Class Code: 1536**

**Work Days: 225**

**GENERAL PURPOSE**

Under direction, plans, organizes and supervises the work of an assigned accounting section; performs complex, professional accounting, financial, and other analyses in the preparation and maintenance of OCDE's financial records, reports, and systems; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation, and maintenance of assigned financial accounts, programs, and activities; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from higher level management staff.
2. Exercises direct supervision over 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. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
  2. Participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
  3. Consults with the treasurer, county auditor, financial institutions, districts, and the OCDE systems unit about cash management, investments, district fund balances, deposits, disbursements, and interacting financial programs.
  4. Consults with school district personnel to provide leadership, advice, and direction regarding financial matters, budget concerns, interpretation of education codes, application of the state accounting manual, and technical accounting transactions including annual audit adjustments.
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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

5. Coordinates the work of technical accounting and support staff in the assigned section; establishes and implements sound internal control procedures for the effective accomplishment of assigned accounting functions.
6. Assists with preparing and reviewing state apportionments for revenue limit, special purpose funds, adult education, community colleges, district loans, and distributes this information to school districts.
7. Consults with various banking companies, investment banks, financial consulting firms, and the county treasurer regarding management of district Tax Revenue Anticipatory Notes (TRAN's); coordinates and develops procedural guidelines for participating entities.
8. Provides input on financial and budget matters relating to cash projections, receivables, payables, taxable notes, audit adjustments, categorical programs, revenues, and reconciliations.
9. Consults with project managers', internal systems staff, and county treasurer staff about development of software for K-12 and Community Colleges as it relates to critical analysis of cash control.
10. Assists with preparation and administration of annual budgets; prepares monthly and annual financial reports; reviews and processes requests for budget adjustments; and answers questions.
11. Understand the complexity of challenges faced by diverse school districts of various size and demography.
12. Prepare and update a variety of budget related reports including various complex state and federal reports; provide information, analysis, and special reports to higher level management.
13. Reviews and approves the posting of a variety of journal entries, including revenue and expenditure transactions, payroll, holding account, and other financial transactions.
14. Reviews financial transactions to assure conformance to OCDE, county, state, and federal policies, rules, regulations, and codes; assures that funds are budgeted, controlled, accounted for, reconciled, and audited according to acceptable accounting practices and legal requirements in areas of assigned responsibility.
15. Monitors and audits accounting and financial management records to ensure that established operational procedures and guidelines are followed.
16. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
17. Participates in meetings with district personnel about financial and budget matters including the annual fiscal year-end closing process.
18. Attends a variety of meetings, seminars, and workshops to stay current with pertinent laws, codes, and legal decisions OCDE financial operations and reporting.
19. Prepares a variety of correspondence as needed.
20. Performs special analyses and projects as assigned.

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

### **Knowledge of:**

1. Generally accepted accounting principles and standards, including GASB; state accounting standards, procedures, codes, and software applicable to school district accounting.
2. Principles and practices of general fund and governmental accounting, including financial planning/forecasting, financial statement preparation and methods of financial control and reporting.
3. Basic principles and practices of cost accounting.
4. Internal control and audit principles and practices.
5. Principles and practices of public agency budgeting.
6. Laws, regulations, rules, and codes applicable to the financial administration of a school district.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. The operations, requirements, and codes of OCDE's financial reporting/general ledger computer system.
9. Public purchasing and contracting principles and practices, including competitive bidding procedures.
10. Principles and practices of effective supervision.
11. OCDE human resources policies and labor contract provisions.

### **Ability to:**

1. Plan, organize, coordinate, supervise, coach, and oversee the operations and activities of assigned technical accounting support staff.
2. Operate a computer and spreadsheet software and other standard office equipment.
3. Analyze and make sound recommendations on complex financial data and operations.
4. Plan and evaluate financial systems and practices and make sound recommendations for improvement.
5. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, policies, and procedures.
6. Develop and implement financial procedures and controls.
7. Perform complicated mathematical calculations and analyses.
8. Prepare clear, concise and comprehensive financial statements, statistical reports, and narrative materials.
9. Exercise sound professional judgment within general policy guidelines.
10. Communicate effectively, orally and in writing.
11. Maintain confidentiality and discretion with sensitive materials.
12. Establish and maintain effective working relationships with OCDE management, staff, outside auditors, and others encountered in the course of work.
13. Demonstrate attendance sufficient to complete the duties of the position as required.

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### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is 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 increasingly responsible experience in fiscal management and accounting including supervisory experience. Experience in a school district or governmental agency is preferred.

### **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.