

## IMPERIAL COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR - INTERNAL BUSINESS

#### BASIC FUNCTION:

Under the direction of the assigned administrator, plan, organize, control and direct the operations and activities of the Internal Business department including budgeting, accounts payable, accounts receivable, and the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office budgets, funds and accounts; coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of County Office funds and budgets; supervise and evaluate the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and activities of the Internal Business department including budgeting, accounts payable, accounts receivable, and the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office budgets, funds and accounts; establish and maintain department and related fiscal time lines and priorities; assure County Office financial activity complies with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of County Office funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; direct activities to assure proper and timely identification and resolution of fiscal issues, errors and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide training, technical assistance and expertise to County Office administrators and personnel concerning fiscal and budgetary operations and activities; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, principles, laws, codes, regulations, policies and procedures.

Direct and participate in the development, preparation, review and analysis of the County Office and departmental budgets including interims, estimated actuals and final year-end budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate and project annual income and expenditures to determine budget requirements; calculate revenue limits; compile and analyze costs and provide direction concerning budgetary allocations, limits and expenditures.

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Plan, organize, control and direct County Office accounts payable, and accounts receivable functions; direct and assure accuracy of related transactions including income, expenditures and fund transfers; assure proper and timely payment of financial obligations and County Office employees; direct the preparation, review and processing of purchase orders and invoices; assure proper collection and processing of revenue to assure fiscal solvency.

Direct the preparation and maintenance of various financial and statistical records and reports related to budgets, accounts, income, expenditures, projections, interims, actuals, end-of-year and assigned activities; assure mandated reports are completed and submitted to appropriate governmental agency in accordance with established time lines and requirements.

Provide technical information and assistance to the assigned administrator, cabinet members and other department directors concerning department operations and County Office accounting and budgetary functions, needs and issues; participate in the formulation and development of fiscal policies, procedures, internal controls and programs.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile various accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments; direct and participate in end-of-year closing activities.

Monitor and evaluate the operations of various County Office departments to assure smooth and efficient fiscal and budgetary functions and activities; participate in developing and implementing programs, practices, policies, procedures, systems and techniques to enhance financial effectiveness and assure smooth and efficient fiscal and budgetary activities in various departments.

Coordinate and conduct annual audits to assure compliance with established fiscal standards and requirements; provide technical assistance with grant and program audits as needed; coordinate, assist and provide fiscal information to outside auditors as directed; prepare and distribute financial data to auditors as needed.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; modify programs and procedures to assure compliance with established requirements as necessary.

Develop and prepare the annual preliminary budget for the Internal Business department; analyze and review related budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

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Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; prepare and deliver oral presentations concerning County Office budgets and accounting operations; represent the County Office and department at various councils, boards, conferences and special events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization and direction of the operations and activities of the Internal Business department including budgeting, accounts payable, and accounts receivable and the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office budgets, funds and accounts.

Accounting, auditing, budget and business functions of an educational organization.

General theory and application of budgetary planning and control in a school system.

State and federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds and accounts.

Generally accepted accounting and auditing principles, practices and procedures.

Preparation, analysis, review and control of County Office accounts and budgets.

Fiscal organization, operations, policies and objectives of the County Office.

Applicable laws, codes, regulations policies and procedures.

Financial and statistical record-keeping techniques.

Financial analysis and projection techniques.

Preparation of financial statements and comprehensive accounting reports.

Principles and practices of administration, supervision and training.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, control and direct the operations and activities of the Internal Business department including budgeting, accounts payable, and accounts receivable and the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office budgets, funds and accounts.

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of County Office funds and budgets.

Supervise and evaluate the performance of assigned personnel.

Direct activities to assure proper and timely identification and resolution of fiscal issues, errors and discrepancies.

Provide technical training, assistance and expertise concerning accounting and budget functions.

Direct and participate in the development, preparation, review and analysis of the County Office and departmental budgets to assure proper allocations, fund disbursement and fiscal solvency.

Classified Management - Range VII

DS  
RM

DS  
TF

**Director-Internal Business - Continued**

Assure proper and timely payment of financial obligations and County Office employees.  
 Coordinate and conduct audits to assure compliance with fiscal standards and requirements.  
 Assure accurate accounting of funds including income and expenditures.  
 Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.  
 Interpret, apply and explain laws, codes, regulations, policies and procedures.  
 Communicate effectively both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Operate a computer and assigned office equipment.  
 Analyze situations accurately and adopt an effective course of action.  
 Meet schedules and timelines.  
 Work independently with little direction.  
 Plan and organize work.  
 Direct the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in accounting or related field and six years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of various budgets, funds and accounts including two years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Hearing and speaking to exchange information and make presentations.


 A blue-bordered box containing the initials "RM" in a handwritten style. Above the box is the text "DS".

9/6/2022


 A blue-bordered box containing the signature "Todd Finnell" in a handwritten style. Above the box is the text "DocuSigned by:". Below the box is the alphanumeric string "43FEDD7DFF9C4D7...".

9/6/2022