



CLASS TITLE: MANAGER, BUSINESS SERVICES

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Director V, Business Services or Assistant Director, Business Services

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, direct, manage and evaluate District accounting, budgeting and payroll activities; establish and revise accounting, budgeting, student attendance and payroll procedures; conduct accounting, budgeting, student attendance and payroll analysis; and provide complex staff assistance to the Director of Business Services and site/department managers.

This position may be assigned to one or more of the following Business Services units: Accounting, Accounts Payable, Accounts Receivable, Attendance Accounting, Budget, Payroll.

REPRESENTATIVE DUTIES:

- Supervise, plan, oversee and coordinate the operations and accurate processing of the district Business Services units which may include budget, payroll, student attendance and accounting functions in a timely and efficient manner.
- Provide ad hoc and routine analyses and proposals.
- Develop and revise Business Services procedures to comply with laws, rules and regulations to ensure services to employees, improve efficiency, and coordinate and assist in activities with school sites and other departments
- Maintain the position control system; input budget amount and personnel FTE into applicable systems; review, audit and approve employment/budget authorizations.
- Prepare and process documents and information relating to collective bargaining activities including employee compensation; calculate for step increases; implement bargained compensation in accordance with payroll/retirement rules, regulations and guidelines from State and Federal regulatory agencies.
- Communicate with site managers and staff as needed, assure compliance with established procedures and parameters and make recommendations for change or correction.
- Develop and maintain the integrity of the Business Services systems, including but not limited to, accurate and confidential payroll, financial, budget, position control, and attendance records.
- Provide technical expertise, information and assistance regarding assigned functions; assist in the formulation and development of policies, procedures and programs; provide information on trends or issues and recommend appropriate corrective action; design, recommend and implement changes in financial, budgeting and payroll procedures.

- Analyze, respond and resolve inquiries from district employees, departments, school sites, county and other outside agencies in relation to payroll and retirement, budget, accounts payable, accounts receivable, accounts payable, position control, purchasing, transfers and student attendance.
- Train, supervise and evaluate performance of all direct reports, provide assistance in the completion of their assignments and establish goals and objectives
- Maintain an office that is sensitive, and service oriented in assisting with questions and concerns.
- Prepare and present periodic reports, schedules, verifications and reconciliations; participate in fiscal functions of the district, the year-end closing process and audits.
- Attend workshops, seminars and conferences, maintain current knowledge of generally accepted accounting principles, codes, laws, and legislation.
- Perform other duties reasonably related to the job class.

KNOWLEDGE AND ABILITIES:

- Principles of accounting and auditing, budgeting and bookkeeping.
- Financial, statistical and fiscal record-keeping principles.
- Preparation and maintenance of comprehensive accounting, payroll and budgetary records.
- Financial and/or payroll and retirement reporting procedures.
- Laws, codes, rules and regulations governing Business Services units.
- Interpersonal skills using tact, professionalism, patience and courtesy.
- Modern office methods and procedures.
- Principles of electronic processing and software applications related to payroll, accounting, budget and student attendance.
- Principles and practices of supervision and training.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned program and activities; technical aspects of field of specialty.
- Oral and written communication skills.

ABILITY TO:

- Perform a variety of technical accounting duties in preparation, maintenance and control of district budgets, position control and tasks of payroll.
- Keep complex records and prepare a variety of complex District, State and Federal financial reports and projections.
- Make mathematical calculations with speed and accuracy.
- Maintain and audit fiscal records and accounts.
- Balance budgets and accounts and reconcile financial statements
- Interpret and apply rules, regulations, policies and procedures.
- Work under the pressure of recurrent deadlines with frequent interruptions; meet schedules and timelines.
- Supervise direct reports in a manner conducive to full performance and high morale.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Compile, analyze and record financial and statistical data.

- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, business administration or related field and three years of successful experience managing a large school district or governmental business department.

LICENSES:

Must possess a valid California Driver's License during the course of employment.

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and provide work direction and exchange information in person or over the phone.
- Seeing to read and prepare various materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to store or retrieve files.
- Dexterity of hands, fingers and wrists to operate a personal computer, calculator or related equipment.

Hazards:

Contact with dissatisfied or abusive individuals.