

## **SAN DIEGO COUNTY OFFICE OF EDUCATION**

CLASS TITLE: COMMERCIAL WARRANTS AND ACCOUNTS PAYABLE MANAGER

### **BASIC FUNCTION:**

Under general direction, provides technical expertise and advisory services to County Office and school district personnel regarding a variety of school business activities such as commercial warrants, accounts payable, accounting, finance, student attendance accounting and state reporting; assure the timely preparation, generation and distribution of a variety of financial and statistical reports; train, supervise and evaluate the performance of assigned personnel. This position supervises the Commercial Warrants and Accounts Payable Units.

### **REPRESENTATIVE DUTIES:**

Provide technical expertise to school districts regarding a variety of federal and state laws, California education code and legal requirements related to school business and finance.

Plan, organize, schedule, direct and supervise the activities of a section engaged in processing commercial warrants and auditing County Office and school district expenditure transactions; provide technical guidance to resolve audit exceptions to ensure compliance with state and federal laws.

Organize and coordinate the preparation, distribution and transmittal of average daily attendance data and reports related to state financial reporting.

Prepare and coordinate the data collection for mandated cost claims for the County Office and small school districts; prepare revenue reports for administrative review; coordinate and prepare documentation in response to audits of claims by state agencies; serve on statewide committee to evaluate legislation, recommend test claims for state mandates and resolve statewide mandate issues.

Communicate with Information Technology Services staff regarding programming needs for Commercial Warrants and Accounts Payable to meet banking, County Auditor/Treasurer and state and federal reporting requirements.

Ensure compliance with state laws, reporting and procedural requirements regarding school business and financial activities.

Train, supervise and evaluate the performance of assigned staff; determine workload priorities and adjust assignments as needed to meet established timelines.

Prepare and review a variety of management and technical reports; conduct special studies and projects as requested.

Develop bulletins, reports and letters to communicate with all levels of county and district staff concerning expenditure, mandated costs and attendance accounting and reporting issues.

Oversee and participate in the preparation of user reference and training manuals.

Attend and conduct staff and management meetings; serve on committees and make presentations as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, techniques and terminology of organization, administration, and personnel management; principles and techniques of employer selections, supervision, training, and performance evaluation; California and federal statutes, codes, laws and regulations pertaining to public school district and county office business function, including student attendance accounting mandated cost reporting, accounts payable, procurement laws and state and federal reporting requirements; general principles and methods of accounting and reporting processes; operation of computers and other technology.

**ABILITY TO:**

Read, analyze, interpret and make decisions in accordance with laws, regulations, legal opinions, and established administrative procedures and policies and advise others of their interpretation and impact on operations; develop and prepare policies and procedures; perform or coordinate complex research; prepare comprehensive documentation on commercial warrant audit standards and processes; organize, assign and evaluate work to meet accepted performance standards; motivate others to maintain performance standards; select, train, supervise and evaluate the work of others; communicate effectively orally and in writing; make effective oral and visual presentations and prepare comprehensive information bulletins and communication to clients; establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

This position requires a bachelor's degree with major coursework in accounting, business administration, finance or a closely related field from an accredited institution of higher learning and four years of directly related professional experience preferably in a school district or other large public agency.

Established: September 2011

Approved by Personnel Commission: October 5, 2011