



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

Manager, District Accounting

Class Code: 1536

Work Days: 225

GENERAL PURPOSE

Perform complex, professional accounting, financial, and other analysis in the preparation and maintenance of the Orange County Department of Education's (OCDE) financial records, reports, and systems; provide a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation, and maintenance of assigned financial accounts, programs, and activities; and provide assistance to higher level management staff.

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. Participate 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.
 2. Consult 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.
 3. Consult with school district personnel to provide leadership, advice, and direction regarding the application of the state accounting manual and technical accounting transactions, including annual audit adjustments.
 4. Establish and implement sound internal control procedures for the effective accomplishment of assigned accounting functions.
 5. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 6. Review and approve the posting of various journal entries, including revenue and expenditure transactions, payroll, holding accounts, and other financial transactions.
 7. Review financial transactions to assure conformance to OCDE, county, state, and federal policies, rules, regulations, and codes; and assure that funds are budgeted, controlled, accounted for,
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reconciled, and audited according to acceptable accounting practices and legal requirements in areas of assigned responsibility.

8. Participate in meetings with district personnel about financial and budget matters, including the annual fiscal year-end closing process.
9. Attend a variety of meetings, seminars, and workshops to stay current with pertinent laws, codes, legal decisions, and OCDE financial operations and reporting.
10. Perform special analyses and projects as assigned.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

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.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Basic principles and practices of cost accounting.
6. Internal control and audit principles and practices.
7. Principles and practices of public agency budgeting.
8. Laws, regulations, rules, and codes applicable to the financial administration of a school district.
9. Principles and practices of business data processing, particularly related to the processing of accounting and financial information.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate 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. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Analyze and make sound recommendations on complex financial data and operations.
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 and concise correspondence, reports, and other written materials.

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9. Communicate effectively, orally and in writing, in English; and present information effectively in front of both large and small groups.
 10. Maintain confidentiality and discretion with sensitive materials.
 11. Establish and maintain effective working relationships with OCDE management, staff, outside auditors, and others encountered in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in accounting, finance, business, or public administration or a related field and four (4) years of experience in fiscal management and accounting, including supervisory experience; or an equivalent combination of training and 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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

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 essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.