



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

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**Internal Controls Consultant**

**Class Code: 1575**

**Work Days: 225**

**GENERAL PURPOSE**

Coordinate and provide complex technical, advisory, and consultative services to Orange County school districts on internal controls, business operations, policies, and procedures; and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from higher level management staff.
2. May exercise direct supervision over management and 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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
  2. Plan, organize, and/or participate in reviews of business functions, comprehensive fiscal and operational area assessments, and provide management and/or technical assistance.
  3. Develop and implement special projects directed towards building internal business operational capacities in educational agencies.
  4. Prepare written reports, procedural documents, and presentation materials and present to a variety of audiences locally and statewide.
  5. Collect data and review assessments of local educational agencies (LEAs) in Orange County using standards and tools provided by the Fiscal Crisis and Management Assistance Team (FCMAT).
  6. Review policies and procedures, conduct interviews, and evaluate systems in order to document and make recommendations.
  7. Participate in initiatives to collect data and evaluate potential opportunities for countywide oversight, services, and support.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Provide consultation and guidance to executive leadership and other school district staff on business and finance related matters.
9. Collect and/or develop standards and best practices and utilize resources to advise, assist, and train LEA staff.
10. Provide technical assistance and advice to LEAs and related subsidiary agencies, coordinate training for LEA staff on standards, controls, and associated fiduciary responsibilities.
11. Demonstrate attendance sufficient to complete the duties
12. of the position as required.
13. Perform related duties similar to the above in scope and function as required.

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

### **Knowledge of:**

1. General functions and leadership responsibilities related to maintain internal controls, primarily in the areas of business functions and personnel.
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. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
4. Operations, requirements, and codes of financial reporting and general ledger computer system.
5. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
6. Pertinent federal, state, and local laws, codes, and regulations.
7. Funding basis for public education in California.
8. Procedures, methods, and techniques of project and workflow management and organization.
9. Modern and complex principles and practices of budget development, analysis, and forecasting.

### **Ability and Skill to:**

1. Analyze complex, comprehensive budget documents.
2. Assist districts in cash management.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.

7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

### **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 a related field and five years of responsible accounting 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. 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.

8/2022