

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT CONTROLLER

BASIC FUNCTION:

Under the direction of the Controller, manages, coordinates, maintains, reviews and analyzes accounting records for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt Service Fund and Self Insurance Fund; assists to provide internal financial controls; assists to maintain accounting, general ledger, financial statements, and distribution records; serves as the Controller in the absence of the Controller; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates, maintains, reviews and analyzes accounting records for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt Service Fund and Self Insurance Fund; provide internal financial controls; implement state school cost accounting practices.

Coordinates and supervises the maintenance and control of accounting functions, including grant fiscal services, accounts payable, accounts receivable, general ledger, financial statements and distribution and chart of accounts;

Establishes and monitors financial controls and provides for appropriate auditing for accounts payable and payroll warrants; assures proper and timely revenue and expense recognition; project cash flow and resolve cash shortages; reconcile tax revenue, accounts payable, accounts receivable, and fund balances from prior year; prepare opening and closing journal entries; coordinate and assures an independent audit of financial records and provides appropriate contracts for compliance portion of audit; reconcile revolving cash account and petty cash accounts; monitor budgets for proper expense classification and authorization.

Responds to inquiries from districts relating to new funding, auditing, GASB pronouncements, fiscal compliance and reporting requirements and related accounting functions; provides in-service training to internal and external accounting staff on financial matters, contracts, and financial administration; assists program managers with financial matters and reviews contracts; provides districts with source documents for daily transactions; assists districts with cash flow analysis and year-end processes; serves as liaison with regulatory agencies and provides financial assistance to program personnel as necessary.

Conducts internal control and business studies or reviews; respond to State and federal audit requirements; assists in preparing state and federal reports to contractors regarding California Sales and Use Tax; designs and evaluates effectiveness of existing financial operations and systems for the County Office of Education and school districts; review and apply computer software packages to meet departmental needs.

Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established parameters; participates in forecasting trends and long-term financial planning; implements long-term plans

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions

Provides technical expertise, information and assistance regarding assigned functions; assists in the formulation and development of policies, procedures and programs; interprets and analyzes policies and regulations and the impact potential of new legislation

Assists with the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; coordinates, monitors, and completes financial reports; analyzes system generated reports and makes corrections as necessary; performs financial analysis of management reports; analyzes financial information needs and develops appropriate reporting systems

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information

Determines appropriate information for financial statements and reports; makes decisions concerning proper application of receipts of funds and payments; advises a variety of officials, customers, vendors, program managers, and others on fund management problems

Operates a computer, 10-key adding machine and other office equipment as assigned

Serves as the Controller in the absence of the Controller

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of accounting and budgetary operations and activities of including the review, evaluation, maintenance and adjustment of funds, budgets and accounts

Applicable laws, codes, regulations policies and procedures

Accounting and fiscal systems, policies, procedures and practices

General accounting and business functions of an educational organization

Methods, procedures and terminology used in professional accounting work

Generally Accepted Accounting Principles

Preparation, analysis, review and control of assigned accounts

Policies and objectives of assigned programs and activities

Financial and statistical record-keeping techniques

Educational accounting and fiscal management functions
Preparation of financial statements and comprehensive accounting reports
Budget preparation and control
Financial analysis and projection techniques
Principles and practices of administration, supervision and training
Technical aspects of field of specialty
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 and direct accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts
Coordinate and direct personnel, communications and record-keeping functions to meet organizational accounting needs and assure smooth and efficient fiscal activities
Supervise and evaluate the performance of assigned personnel
Assist in establishing and maintaining fiscal time lines and priorities
Assure accurate accounting of funds including income and expenditures
Assist in the development and implementation of fiscal programs, policies and procedures
Provide consultation concerning accounting operations and related functions
Assure proper and timely resolution of accounting issues, errors and discrepancies
Interpret, apply and explain rules, 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 time lines
Work independently with little direction
Plan and organize work
Maintain accurate financial and statistical records and prepare comprehensive accounting reports
Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or a related field and four years of professional accounting experience performing varied financial analysis, record-keeping and report preparation duties.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

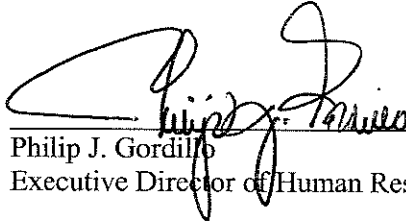
WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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



Philip J. Gordillo
Executive Director of Human Resources

11/01/11

Date

Approved by Personnel Commission: 10/19/11