

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**CLASS TITLE: MANAGER, EXTERNAL FISCAL SERVICES**

**REPORTS TO:** Assistant Superintendent, Business Services  
**SUPERVISES:** Has supervisory responsibilities

**DEFINITION:**

Under the general supervision of the Assistant Superintendent, Business Services, plan, organize, manage and direct the functions of the External Fiscal Services provided to ~~small~~ school districts in San Luis Obispo County. This position oversees the budgeting, accounting, monitoring of ~~small~~ school districts including analyzing school district revenues, budgets, accounts and transactions pursuant to AB1200 fiscal solvency standards. Manage and oversee assigned SLOCOE funds or accounts. Provide assistance as fiscal agent for school districts or agencies. Supervise and evaluate the performance of assigned personnel.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Five years increasingly responsible school district accounting experience involving the development, analysis, maintenance and adjustment of a variety of school district budgets, government funds and accounts.
3. Bachelor's degree or equivalent (one year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.)
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Preferred:

1. CASBO, ACSA, or related school business certifications.
2. Increasingly responsible supervisory and/or project management experience.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of planning, organization and direction of the Fiscal Services Department including the development, monitoring, analysis of school district budgets, revenues, funds and accounts.
2. Perform and oversee AB1200 fiscal oversight of San Luis Obispo County school districts.
3. Knowledge of school accounting principles, auditing and budgeting principles and the business functions within an educational organization.
4. Knowledge of general theory and application of budgetary projections and control within a school accounting system.
5. Knowledge of state and federal standards for record-keeping and reporting of school district revenues, budgets, funds and accounts.
6. Knowledge of generally accepted accounting and auditing principles (GAAP).
7. Knowledge of applicable laws, codes, regulations policies and procedures and the California School Accounting Manual (CSAM).
8. Knowledge of financial analysis and multi-year projection development.
9. Knowledge of preparation of financial statements and comprehensive reports from the County financial system.
10. Knowledge of fiscal organization, operations, policies and objectives of public school districts.
11. Knowledge of principles and practices of personnel management, supervision and training.
12. Knowledge of operation of a variety of office equipment including a computer and software.
13. Knowledge of data control procedures and data entry operations.
14. Knowledge of modern office practices, procedures, and equipment.
15. Ability to interpret Standardized Account Code Structure (SACS).
- ~~16.~~ Ability to use/learn School Accounting software (QSS)
17. Ability to ensure proper and timely resolution of accounting issues, errors and discrepancies.

18. Ability to interpret, apply and explain school finance laws, codes, regulations, policies and procedures.
19. Ability to communicate with staff effectively both verbally and in writing.
20. Ability to operate a computer and office equipment.
21. Ability to analyze situations accurately and adopt effective courses of action.
22. Ability to plan and organize work both in office and remotely.
23. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills in order to meet multiple deadlines.
24. Ability to establish and maintain positive and effective working relationships with diverse populations, SLOCOE, and district personnel.
25. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
26. Ability to manage and direct the work of assigned personnel.

### **ESSENTIAL FUNCTIONS:**

1. Plan, organize, control and direct the functions of the external business services provided to small school district including the development, monitoring, and analysis of small school district budgets.
2. Assist school districts with ensuring fiscal activities comply with applicable laws, codes, regulations, policies and procedures.
3. Assist in the preparation, development, monitoring, review, analysis, maintenance and adjustment of ~~small~~ school district budgets, funds and accounts. Establish and maintain fiscal time lines and priorities. Ensure financial activities comply with established laws, codes, regulations, policies and procedures.
4. Coordinate, direct and participate in the financial record-keeping, reporting functions to assure accurate and timely accounting and reporting of SLOCOE funds and budgets; oversee and participate in the review of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles (GAAP).
5. Coordinate and direct communications, consultation services, compliance functions, insurance programs, personnel and information to meet school district needs and ensure smooth and efficient fiscal activities. Ensure proper and timely resolution of fiscal issues, conflicts and discrepancies related to ~~small~~ school districts.
6. Supervise and evaluate the performance of assigned personnel. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Coordinate staff work assignments and review work to assure accuracy, completeness and compliance with established requirements.
7. Provide technical information and assistance to the Assistant Superintendent-Business Services concerning external fiscal functions, needs and issues pursuant to AB1200 fiscal solvency standards. Assist in the formulation and development of policies, procedures, internal controls and programs related to AB1200 fiscal oversight.
8. Provide assistance as fiscal agent for school agencies.
9. Serve as a liaison between the SLOCOE, school districts and governmental agencies concerning fiscal functions. Resolve issues or concerns with SLOCOE administrators, personnel and outside organizations, including school districts, local, state, and federal educational and tax agencies.
10. Review, analyze and provide recommendations for ~~small~~ school districts concerning public disclosures and collective bargaining agreements.
11. Attend and conduct meetings and training sessions. Develop, implement, coordinate and conduct training workshops for school district personnel. Prepare and deliver board presentations.
12. Perform other duties as required within the scope and skill level of the job classification.

### **ENVIRONMENT:**

Office environment.

### **PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.

3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift approximately 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 42
Adopted: 5/25/2016
Revised: 1/30/19, 5/26/2021