

JOB DESCRIPTION
May 2023

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM MANAGER, DISTRICT FISCAL MANAGEMENT ADVISOR

General Purpose:

The District Fiscal Management Advisor/Program Manager is responsible to the County Superintendent and works under the direct supervision of the designated administrator. Assists with AB1200 fiscal monitoring, Local Control and Accountability Plan (LCAP) review and other accounting matters within Business Services, Placer County school districts and outside agencies and provides responsible and complex assistance to district and internal program administrators. This is a Classified Management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists with AB1200 district fiscal monitoring in accordance with current legislation. Participates in the analysis of district fiscal status including cash flow, accounting transactions, fund balances, budget administration, expenditure control, average daily attendance (ADA), revenue projections, and expenditure projections. Maintains records as required.
- Assists with the evaluation of district's LCAP budget segments, cooperates with Education Services to ensure that district's LCAP conforms to state requirements. Maintains records as required.
- Assists districts and department staff in fiscal and business areas including budget development and administration, fund accounting, report preparation, accounting transactions including payroll, accounts payable/receivable, cash, cash flow, current accounting and business practices, report preparation and compliance with California School Accounting Manual (CSAM) and with all other applicable laws and regulations; provides training, workshops and on-site visits as necessary to accomplish this duty.
- Assists when necessary, preparing district budgets, interim reports, and performing year-end closing duties.
- Prepares Special Education excess costs reports, including estimated/actual costs and analysis for participating Local Education Agencies (LEA). Provides analysis of estimated excess costs with each revised AB602 revenue projection allocation. May approve accounting transactions such as journal entries, budget transfers and purchase orders.
- Prepares a variety of financial, statistical, and budgetary statements and reports as necessary for submission to local, state, and federal agencies; analyzes and reconciles financial statements; oversees and assures the maintenance and retention of various administrative and financial records and information.
- Provides technical expertise, information, and assistance to the District Business Services and Internal administrators regarding assigned functions; assists in the formulation and development of policies, procedures, and programs as needed.
- Prepares and presents department reports and other necessary correspondence.
- Assists with audit administration providing procedural data and source documents.
- Responds to and resolves difficult and sensitive inquiries; provides financial/budget analysis and recommendations to program administrators.
- Supervises, prepares, and presents a variety of special projects in related areas as assigned.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in Business Administration, Accounting or other related business field is preferred.

Experience:

- At least three years of accounting or financial management experience is required.

Knowledge, Skills and Abilities:

- Knowledge of leadership, management, and accounting practices and principles.
- Knowledge of school district and County Office of Education accounting, financial, budgeting, information systems, and personnel principles and procedures.
- Knowledge required to perform advanced math.
- Knowledge of laws, rules, regulations relating to school district and County Office of Education business and financial activities.
- Knowledge required to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Skills required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills required to utilize pertinent software applications.
- Ability to schedule a significant number of activities and routinely gather, collect, and/or classify data.
- Ability to problem solve to analyze issues, create plans of action, and reach solutions.
- Ability to analyze and interpret policies; develop and implement policies and procedures; train and evaluate staff; facilitate meetings; and communicate with persons of varied backgrounds.
- Ability to work with County Office of Education and district staff, parents, community agencies, and other organizations.
- Ability to manage, interpret and implement rules, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks relating to the Business Services department.
- Ability to be flexible in working with others under a wide variety of circumstances.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Work Environment:

- Work is performed in an office or school environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 12

Reviewed and Approved:

Superintendent:

Human Resources:

Date:

5/16/23

Date:

5/4/23