

**JOB DESCRIPTION**

**Job Title: *Accounting Officer, Internal Business Services (5909)***

**Job Summary:**

The Accounting Officer assists in the planning, organization, and development of the accounting and budgetary services provided to the TCOE including budgetary projections, coordinating software revisions, and providing in-service to the districts and other county offices of education that use the Tulare software package. Works under the direct supervision of the Director of Internal Business Services.

**Essential Functions:**

- Provide technical advice and coordinate direct fiscal management services to TCOE programs; interpret and provide guidelines, applicable regulations, and policy provisions; respond to concerns and requests for information, and provide solutions to related problems.
- Assists the director in the development and implementation of department goals, objectives, priorities, policies, and standard operating procedures as appropriate to support efficient and accurate fiscal oversight and support activities and compliance with applicable laws and established procedures.
- Provide guidance on proper records management practices.
- Plan, develop and implement assigned budgets; control and authorize expenditures in accordance with established limitations.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Adhere to the schedules, policies and procedures as determined by the Tulare County Office of Education.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Assist business technicians with year-end closing procedures.
- Design, facilitate and conduct in-service training programs for accounting office staff.
- Plan, organize and coordinate assigned areas of responsibility such as: financial accounting, accounts payable, accounts receivable and purchasing.
- Support the director and accounting staff to provide help during peak reporting and review periods.
- Assists staff in responding to the most difficult problems arising within the business department.
- Analyze and evaluate situations accurately and adopt an effective course of action.

**Skills, Knowledge and/or Abilities:**

- **Knowledge of:**
  - School district budgeting, accounting, reporting, auditing, and business procedures and operations.
  - Financial analysis and projection techniques.
  - Grant Accounting.
  - Generally accepted accounting and auditing principles, practices and procedures.
  - Financial and statistical record-keeping techniques.
  - Board policy and administrative regulations.
  - State and federal timelines and processes.
  - Standard business practices, procedures, and internal controls.
  - Principles of management, supervision, and training.
  - Statistical, research, and survey methods.
  - Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities.
  - Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
  - County Office organization, operations, policies and objectives.
  - Attendance reporting requirements and gann calculations.
  - Educational programs and other corresponding program compliance requirements.
- **Skills/Ability to:**
  - Direct, prioritize and schedule assignments, coordinate activities, information, personnel and resources to assure program operations run smoothly and effectively.
  - Provide school business-related advice, support and oversight to school districts and TCOE administrators.
  - Represent the County Superintendent to school districts.

- Prepare, present, and monitor financial trends and activities.
- Prepare clear and concise written correspondence; prepare and deliver oral presentations.
- Provide leadership on financial issues.
- Establish and maintain open and cooperative relationships with school district, TCOE and outside agency staff.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Meet schedules and time lines.
- Work with accuracy and attention to detail.
- Effectively plan, organize and prioritize assigned work.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Interpret, apply, and explain Federal, State and local rules, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Safely and successfully perform essential job functions.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Maintain a safe work environment.

**Experience:**

- Four years' experience in governmental accounting, auditing and financial reporting processes required.
- Three years' experience as a business manager in a school district or county office of education preferred.

**Education Required:**

- Bachelor's degree in accounting, business administration or a related field.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California driver's license.

**FLSA Status:** *Exempt*

**December 2018**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.