Tulare County Office of Education
JOB DESCRIPTION **Job Title:** Accounting Officer, Internal Business (5914)

Job Summary:
Under the direction of the Internal Business Services (IBS) Senior Director and/or designee, supervise, coordinate, guide, review, and manage the work of internal business accountants and provide direction and training to program personnel. This position will provide internal budgetary and financial accounting support, oversee internal department fiscal operations, and assist in managing budgets, financial reviews, year-end close processes, and internal business procedures to ensure compliance with applicable regulations and established policies.

Essential Duties:
- Provide technical advice and coordinate direct fiscal management services to internal business accountants; interpret and provide guidelines, applicable regulations, and policy provisions, respond to concerns, and provide solutions to related problems.
- 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.
- Plan, organize, and coordinate assigned areas of responsibility such as financial accounting, accounts payable, accounts receivable, purchasing, and internal business operations.
- Plan, develop, and implement assigned budgets; control and authorize expenditures in accordance with established limitations.
- Support the senior director and internal accounting staff during peak reporting, budget review, and fiscal monitoring periods.
- Assist 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.
- Design, facilitate, and conduct in-service training programs for internal departments, programs, and accounting personnel.
- Provide guidance on proper records management and internal business accounting practices.
- Assist staff in responding to and resolving the most complex problems arising within the internal business department.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned department and programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Adhere to the schedules, policies, and procedures as determined by the Tulare County Office of Education.
- Perform other related duties as assigned.

Skills, Knowledge, and/or Abilities:
Skills to:
- Direct, prioritize, and schedule assignments, coordinate activities, information, personnel, and resources to assure program operations run smoothly and effectively.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Provide school business and internal accounting advice, support, and guidance to TCOE administrators and program staff.
- Prepare, present, and monitor financial trends, budgets, and accounting activities.
- Prepare clear and concise written correspondence; prepare and deliver oral presentations.
- Provide technical leadership on internal financial and business issues.
- Define problems, research, collect data, establish facts, and draw valid conclusions.
- Work accurately and independently with great attention to detail.
- Communicate effectively, both orally and in writing, across virtual and in-person settings.
- Operate a computer and utilize accounting software applications and systems to enter data, compile information, and generate reports.

Knowledge of:
- School district and county office budgeting, accounting, reporting, auditing, and business procedures and operations.
- Financial analysis and projection techniques.
- Grant accounting, restricted funding streams, and program compliance requirements.
- Generally accepted accounting and auditing principles, practices, and procedures (GAAP).

- Financial and statistical record-keeping techniques.
- State and federal timelines, funding processes, and reporting requirements.
- Standard business practices, purchasing procedures, and internal controls.
- Principles of management, supervision, performance evaluation, and staff development.
- Applicable sections of the California Education Code, Local, State, and Federal laws, codes, and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation, and sentence structure.
- TCOE mission, core values, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Plan, organize, and prioritize assigned work to meet critical schedules and timelines.
- Interpret, apply, and explain Federal, State, and local rules, regulations, policies, and procedures.
- Supervise, train, guide, and evaluate the performance of assigned professional, technical, and clerical personnel.
- Establish and maintain cooperative, open, and productive working relationships with county staff, administrators, and outside entities.
- Prepare clear, comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of complex financial records, reports, and files.
- Maintain consistent, punctual attendance and handle confidential information with discretion.
- Understand and carry out complex oral and written directions.

Responsibilities include: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization’s services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Education Required:

- Bachelor’s degree from an accredited college or university in accounting, business administration, or a closely related field.

Experience Required:

- Four (4) years of experience in governmental accounting, auditing, and financial reporting processes required.
- Three (3) years of experience as a business manager or senior-level accountant in a school district or county office of education preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Exempt September 2026

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.