

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW DRAFT APPROVED APRIL 2014
SALARY SCHEDULE #91
CLASSIFIED ADMINISTRATIVE
CODE: 1, 6, 8**

CHIEF FINANCIAL OPERATIONS OFFICER

DEFINITION

Under the administrative direction of the Assistant Superintendent of Administration, Finance, and Accountability, responsible for the strategic and operational planning and oversight of the division. Direct, supervise, and evaluate the performance of assigned division personnel. Facilitate communication with other Kern County Superintendent of Schools departments, school district personnel, and other local, state, and federal agencies.

EXAMPLES OF DUTIES

Develop and direct the implementation of goals, objectives, and work standards for the division;

develop, implement, interpret, and evaluate practices to meet legal requirements, policies and procedures related to business functions for internal and external business operations;

evaluate, implement and direct operational practices that ensure compliance with KCSOS and legal standards, promote efficient operations and sound use of available resources;

direct the preparation and development of annual budget and interim reporting and provide oversight for KCSOS division budgets;

direct the preparation and administration of the division's budgets;

prepare statistical and forecast information with regard to salary and benefit costs in preparation for negotiations;

monitor developments, perform analysis, and provide input on legislative matters related to county office funding and education matters;

prepare and present information and training related to internal budget development, monitoring, and internal business processes;

prepare and present information and training related to external district budget support processes, including monitoring and processing of payroll and payables;

provide direction and assistance to ensure districts comply with applicable payroll and retirement laws, and oversee the accurate, timely reporting of the county's federal and state payroll taxes and retirement;

monitor and evaluate any changes in regulations and provide bulletins to districts to advise of compliance changes;

direct and coordinate the external data processing department printing of all payroll and B-warrants on a daily basis, and printing and reporting of all W-2s and 1099s for 47 districts;

ensure all direct deposits and electronic files are accurate and submitted in a timely manner to federal, state, and local entities;

act as a facilitator for the KCSOS county-wide financial system. Plan, train and support district staff in the use of the QSS financial system in all aspects of business;

train and research QCC issues for districts pertaining to payroll, personnel, budgets, finance and stores;

plan, organize, control and direct the external functions of Business Services, including budget development, monitoring, analysis and auditing of County School Budgets, funds and accounts;

establish and maintain related time lines and priorities;

assist school districts ensuring that fiscal activities comply with applicable laws, codes, regulations, policies and procedures;

oversee the collection of data for the county office and coordinate reporting as required for CalPADS compliance;

provide oversight and support of direct fiscal support services to Kern County districts;

coordinate CalPADS training for Kern County district staff;

represent KCSOS with state, regional, or county-wide agencies and committees;

provide leadership, supervision and evaluate assigned staff within the division;

maintain communication with members of the staff by attendance at appropriate local meetings and workshops;

attend appropriate professional meetings within the county and at the state level;

other duties assigned by the Assistant Superintendent as needed.

QUALIFICATIONS

Knowledge of:

Theory, principles, practices, and techniques of education or public administration, including current trends and practices in public accounting;

administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision;

systems used to manage KCSOS and district finances, assets, personnel, and communications.

Ability to:

Plan, organize, administer, review, and evaluate a broad financial services operation;

select, train, motivate and evaluate assigned staff;

develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls;

analyze complex problems, evaluate alternatives and make sound, creative recommendations;

exercise sound independent judgment and initiative within established guidelines;

establish and maintain effective working relationships with those encountered in the course of the work;

represent the office in meetings with others;

prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials;

interpret California School Accounting principles, governmental accounting standards, and applicable local, state, and federal legislation.

Education and experience:

Graduation from a four year college or university with major coursework in public or business administration, accounting, or a related field;

Master's degree in business administration, public administration or related field preferred.

increasingly responsible public finance experience or experience in public school administration, including experience in employee supervision and program development and implementation;

Conditions of employment:

Requires proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

TS: gs

10/19/15

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