

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2005
SALARY SCHEDULE: #93
CLASSIFIED – OVERTIME EXEMPT
CODE: 2, 6, 8**

COORDINATOR I - SISC ACCOUNTING SERVICES

DEFINITION

Under direction, to perform responsible, technical and management functions pertaining to the fiscal record management, auditing and reporting functions;

perform specialized accounting for the SISC Joint Powers Authority (SISC I – Workers' Compensation, SISC II – Property and Liability, and SISC III – Health Benefits, Investment Pool and SISC Flex Plan).

EXAMPLES OF DUTIES

Represent the SISC Director of Finance when the Director is unable to attend meetings and act as supervisor of the department during the Director's absence;

daily supervision of selected employees of the department including completion of their performance evaluations;

provide guidance and assistance to other staff members;

monitor and approve accounts payable payments to assure proper account coding and adequate funding;

supervise funds in County Treasury and Local Agency Investment Fund (LAIF) and SISC Investment Pool;

oversee all aspects of the bank accounts for all SISC programs;

reconcile investment portfolios and prepare investment reports for SISC Board review;

calculate return on investment and realized/unrealized gains and losses;

prepare Investment Pool statements;

calculate and reconcile Workers' Compensation quarterly funding and member districts' annual modification factor;

assist Director with budget, rate setting and other projects;

plan, schedule, coordinate and participate in the audits for all SISC programs;

stay abreast of current legislation and reporting requirements;

attend Board meetings and present information as needed;

other related work as directed.

QUALIFICATIONS

Knowledge of:

Principles, methods, and procedures of generally accepted accounting practices;

proficiency with standard business machines and automated data management, storage and retrieval systems and equipment;

proficiency with computer software such as: Excel, Microsoft Word, QSS, Laser Fiche, etc.,

audit and actuarial procedures;

investment management;

legal mandates, policies, regulations and guidelines pertaining to accounting, expenditure control, fiscal record management and reporting processes.

Ability to:

Perform responsible and technical accounting, audit and financial record management and reporting functions;

analyze problems and situations quickly and make pertinent and incisive decisions to solve them;

proven ability of effective expression in public, in conference and in written materials:

maintain cooperative inter-department and public relations to work with district personnel;

possess good health, emotional stability and an energetic and vital personality.

Experience:

Minimum of five (5) years of general insurance and school district accounting experience and a minimum of one (1) year with supervising experience.

Education:

Bachelor's degree required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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 is overtime exempt and has a probationary period of one year.

TS: gs

10/23/15

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