

SANTA CLARA COUNTY OFFICE OF



Supervise the processing, auditing, and maintenance of retirement and payroll transactions; direct and coordinate the supervision of district payroll services, including functions such as payroll auditing and accounting, retirement processing, wage garnishments, federal and state tax reporting and, district contract services.

Oversee the timely payment of employment payroll taxes and retirement contributions to federal and state agencies

Ensure accuracy of monthly retirement data reported to the California State's Retirement System and California Employees Retirement System.

Research and analyze payroll data to respond to client inquiries and resolve problems; communicate with Federal, State, and local agencies as needed.

Direct the preparation of cash flow analyses for school districts; review evaluations of district business and fiscal operations and conditions, including revenue projections and calculations, program and district budgets, and reports for apportionments, attendance, and other statements.

Serve as a board member for the former Redevelopment Agency (RDA) Oversight Board to facilitate with the wind down process to redirect property taxes back to the taxing entities, i.e., school districts and SCCOE.

Review annual audit reports and follow up with districts on audit exceptions; review unaudited actuals to assure district financial reports comply with State requirements; review cash reconciliation reports; monitor cash balances.

Plan, coordinate, and oversee the preparation of a wide variety of narrative and statistical financial reports, records and files including revenue projections and calculations, program and



Serve as business manager for direct service districts; meet with districts as needed and provide direction on fiscal matters; prepare required State reports, including categorical funding, program cost accounting, transportation, and budget; assist in preparation of other financial reports; monitor cash flow financial transactions, including general and subsidiary ledgers; establish individual district accounting procedures; approve or disapprove district budgets according to established guidelines.

Assist districts in preparing Federal and State funding applications and audits ( -4 1/2014 to 3/31/2016) \$26,000





**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree from an

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