

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: MANAGER – ACCOUNTING SERVICES**

**BASIC FUNCTION:**

Under the direction of assigned supervisor, the Manager – Accounting Services is responsible for accounting and budget analysis and review related to revenues and expenditures; evaluates financial data for assigned special programs and grants; approves, monitors, updates, and reconciles fiscal information in compliance with established policies and procedures; assists with audit process; supervises and evaluates the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Analyzes agency-wide financial information (e.g. budget, position control data, general ledger, financial reports, etc.) to assure proper amounts, receipt, and classification in compliance with state and federal laws; identifies potential budget variances and compiles statistical information.

Administers, audits, and monitors the maintenance of purchase card and credit accounts.

Coordinates the audit schedule and serves as a liaison with external auditors; prepares related schedules and financial statements for annual audit reports.

Establishes and monitors financial controls and provides for appropriate auditing for accounts payable and payroll warrants.

Assures proper and timely revenue and expense recognition; projects cash flow and resolves cash shortages.

Reconciles tax revenue, accounts payable, accounts receivable, and carryovers from prior year; prepares opening and closing journal entries.

Reviews and approves reconciliation of revolving cash accounts and petty cash account for the County School Service Fund, Child Development Fund, County Schools Facilities Fund, Debt

Manager –

Operation of a variety of office equipment including a computer and assigned software.

ABILITY TO:

Understand, interpret, and ensure compliance with laws and regulations.

Apply accounting and budgeting principles and procedures.

Maintain a high degree of integrity in the maintenance of financial records.

Prepare clear and concise financial and accounting analysis reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain confidentiality.

Meet assigned deadlines and schedules.

Produce accurate work with attention to details of work content.

Communicate with diverse groups.

Work as part of a team.

Train, supervise, and evaluate assigned personnel.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

- x Hearing and speaking to exchange information and make presentations.
- x Dexterity of hands and fingers to operate a computer keyboard.
- x Seeing to read a variety of materials.
- x Bending at the waist, kneeling, or crouching to retrieve and file materials.
- x Sitting for extended periods of time.
- x Lifting light objects.

HAZARDS:

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100

Approved by Personnel Commission: April 10, 2024



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 4/10/24