



Maintains current knowledge of laws, rules, regulations and policies related to tax, retirement and payroll systems; monitors relevant legislation; interprets and analyzes policies and regulations; participates in the analysis of legislation and disseminates information on the impact of legislation.

Serves as a resource and provides technical expertise to SCCOE and district personnel and administrators; develops, coordinates and delivers technical and legal workshops and trainings for staff and district personnel.

Collaborates with others to identify and resolve retirement and tax related issues; works with technical experts to identify and recommend integrated technology systems and solutions.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Performs related duties as assigned.



_____ : Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or a related field and three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.

Valid California driver's license.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

