



**CLASSIFIED MANAGEMENT JOB VACANCY**  
**DIRECTOR OF BUSINESS SERVICES**

<b>Application Deadline:</b>	
<b>Hiring Salary or Range:</b>	\$140,000 - \$155,000 per year (salary dependent on experience)
<b>Work Hours:</b>	40 hours per week (7:30 a.m. to 4:30 p.m.)
<b>Length of Work Year:</b>	12 months
<b>Supervises:</b>	Accounting/Payroll Specialist, Accounting/Budgeting Specialist, Accounts Payable Specialist/Purchasing Specialist, Accounts Payable Clerk, Network Specialist, Student Information Specialist, Facility Maintenance/Receiving & Delivery Worker, and Manager, Technology Services.
<b>Location:</b>	Costa Mesa, CA

**GENERAL DESCRIPTION**

Plan, organize, control, and direct accounting, and technology operations and activities; prepare, develop, monitor, review, process, analyze, maintain, and adjust budgets, funds, and accounts; review, analyze, prepare, and develop the annual budget; direct and participate in financial record-keeping, reporting, and auditing functions to ensure accurate and timely accounting and reporting of funds and budgets; oversee the services, operations, and activities of Coastline ROP's Facilities, and Technology Services; supervise and evaluate the performance of assigned personnel.

**Duties and Responsibilities**

- Plan, organize, control, and direct accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance, and adjustment of Coastline ROP budgets, funds, and accounts; establish and maintain fiscal timelines and priorities; ensure financial activities comply with established guidelines, requirements, auditing standards, laws, codes, regulations, policies, and procedures.
- Monitor and participate in the development, preparation, review, and analysis of the budget and various departmental and program budgets to ensure proper allocations, fund disbursement, fiscal solvency, and compliance with legal requirements; evaluate, forecast, calculate, and project annual revenue, expenditures, and balances to determine budget requirements.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate departmental work assignments and review work to ensure accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Oversee and direct internal business functions including payroll, accounts payable, accounts receivable, purchasing, budget analyst, employee benefits, accounting, developer fees, attendance accounting, employee leave tracking, employee reimbursements, and other business functions as directed.

- Oversee the services and activities of ROP's Technology Services; ensure technology services functions comply with applicable safety regulations and established laws, rules, policies, and procedures.
- Oversee Facilities operations and activities; provide leadership for various projects including facilities master planning, RFQ/RFP preparation for contractors, lease/leaseback partners, architects, construction managers, financial advisors, facility use fees, facility work planning, CSR analysis, implementation of new regulations and Uniform Cost accounting procedures; prepare cost analysis of a variety of proposals.
- Collaborate with administrators, staff, and community members to develop a spending plan to meet the priorities established by the community and the Board.
- Direct and participate in the preparation and maintenance of various financial and statistical records, statements, and reports related to budgets, accounts, funds, income, expenditures, and assigned duties; prepare interim, final, administrative, year-end, and other governmental fiscal and budgetary reports; ensure mandated reports are submitted to appropriate local, State and Federal agencies per established timelines and requirements.
- Schedule and conduct financial audits to ensure compliance with established fiscal standards and requirements; ensure compliance with Education Codes, grant requirements, and categorical program requirements.
- Coordinate, assist, and provide fiscal information to outside auditors as directed; prepare and distribute financial data to auditors as needed; coordinate the annual audit; implement new initiatives to reduce cost, improve efficiency or provide additional benefits to employees and students.
- Coordinate and direct risk management and safety activities to protect assets and minimize loss expenses; monitor and evaluate programs, physical conditions, and trends in claims to identify exposures to risk.
- Provide consultation and technical expertise to administrators and personnel regarding fiscal and other business services operations and activities as needed; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, income, expenditures, records, reports, standards, requirements, projections, laws, codes, regulations, policies, and procedures.
- Provide technical information and assistance to the Superintendent concerning Business Services' operations and accounting and budgetary functions, needs, and issues; assist in the formulation and development of fiscal policies, procedures, and programs.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend, coordinate, and conduct various meetings as assigned including Board budget subcommittee and facility meetings; prepare and present Board presentations related to ROP's business operations, finances, contracts with outside agencies, facilities, policies, State budget information, and related matters.

### **QUALIFICATION GUIDELINES**

#### **Knowledge of:**

- Planning, organization, and direction of accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance, and adjustment of budgets, funds, and accounts.

- Accounting, auditing, budget, and business functions of an educational organization.
- Advanced theory and application of budgetary planning and control in a school system.
- Generally accepted accounting and auditing principles, practices, and procedures.
- Preparation, analysis, review, and control of Coastline ROP accounts and budgets.
- Policies, laws, rules, and regulations related to internal business services, nutrition services, facilities, and transportation.
- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Planning, organization, and direction of risk management and safety programs, operations, and activities.
- Risk management and loss control principles and techniques.
- Principles and practices of administration, supervision, and training.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Plan, organize, control, and direct Coastline ROP accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance, and adjustment of budgets, funds, and accounts.
- Review, analyze, prepare, and develop the annual Coastline ROP, school site, and departmental budgets.
- Direct and participate in financial record-keeping, reporting, and auditing functions to ensure accurate and timely accounting and reporting of funds and budgets.
- Oversee the activities and operations of the Technology Services and Facilities functions.
- Supervise and evaluate the performance of assigned personnel.
- Direct activities to ensure proper and timely resolution of fiscal issues, errors, and discrepancies.
- Provide technical training, assistance, and expertise concerning accounting and budget functions.
- Evaluate financial data and prepare reports, forecasts, and recommendations.
- Review and analyze budgets to ensure proper allocations, fund disbursement, and fiscal solvency.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

**Education and Experience:**

**Required:** Bachelor's degree from an accredited college or university in accounting, business administration, management, or a closely related field.

**Experience:** Six years of administrative accounting experience involving the review, analysis, maintenance, and adjustment of various budgets, funds, and accounts for public entities; five years of school experience preferred in a responsible position with supervisory duties in business management or a closely related field.

**Other Requirements:**

Licenses: Valid California Class C Driver's License.

**PHYSICAL ELEMENTS AND WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Occasionally required to lift, push and pull moderately heavy objects as assigned by the position.

**WORKING CONDITIONS:**

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.