

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

January 25, 2017

Legislative File	
File ID Number:	17-0039
Introduction Date:	01/25/2017
Enactment Number:	17-035
Enactment Date:	1/25/17
By:	02

TO: Board of Education

FROM: Antwan Wilson, Superintendent
Tara Gard, Interim Deputy Chief Talent Officer, Talent Division

SUBJECT: Revision of Job Description –Department, As Assigned

1. Director, Program Accounting

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1617-0101 for the revision of Director, Program Accounting job description for Department, As Assigned.

BACKGROUND:

The Talent Division recommends approval of this job description as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

BUDGET IMPACT

None.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1617-0101 for the revision of Director, Program Accounting job description for Department, As Assigned.

**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1617-0101**

- Department, As Assigned -

Revision of Job Description

- Director, Program Accounting -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, the job descriptions align with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the revision of the attached job descriptions:

1. Director, Program Accounting

Passed by the following vote:


AYES: Roseann Torres, Aimee Eng, Shanthi Gonzales, Jody London, Jumoke Hinton Hodge, Vice President Nina Senn, President James Harris

NOES: None

ABSTAINED: None

ABSENT: None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held January 25, 2017.

Legislative File	
File ID Number:	17-0039
Introduction Date:	01/25/2017
Enactment Number:	17-0135
Enactment Date:	01/25/2017
By:	

OAKLAND UNIFIED SCHOOL DISTRICT


James Harris
President, Board of Education


Antwan Wilson
Superintendent and Secretary, Board of Education

Legislative File	
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By:	<i>[Signature]</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Director, Program Accounting	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS:	261 days/7.5 hours
ISSUED:	Created: June 2013 Revised: January 2017	SALARY GRADE:	ADCL 18

BASIC FUNCTION: Provide direct support to the Controller, Deputy Chief of Facilities, Director of Facilities, Executive Director of Nutrition Services, and Director of Buildings and Grounds on strategic, District-wide analyses and financial reporting to local, state, and federal governments. This includes, but not limited to, managing accounting functions and activities for District-wide Early Childhood Education programs, Nutrition Services, Buildings and Grounds, and Facilities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL FUNCTIONS:

Prepare or supervise the preparation of complex financial, statistical, and analytical reports and statements to support the District's financial activities, including, but not limited to monitoring and analyzing contracts, creating and analyzing statistical reports for OUSD Buildings and Grounds, Facilities, Nutrition Services, and Early Childhood Education programs and activities.

Create and analyze complex financial reports pertaining to the OUSD Capital Bond Program; perform monthly presentations to the Board-appointed Citizen Bond Oversight Committee (CBOC); serve as the District's liaison to the oversight committee on financial matters; prepare and analyze all financial and audit data being part of the Bond Oversight Committee Annual Report.

Closely monitors departmental and district-wide accounting and financial reporting practices to ensure compliance with standards, appropriate internal controls, as well as Generally Accepted Accounting Practices (GAAP), Governmental Accounting Standards Board (GASB), federal and state rules, regulations, policies and procedures.

Attend mandatory project managers' weekly meetings; offer solutions to issues related to accounting and budget, and issues that might impact the timely completion of the facilities departments' multi-million dollars bond program.

Perform difficult and responsible accounting duties for Facilities, Buildings and Grounds, Nutrition Services and Early Childhood Education such as coordination of year-end closing, annual and compliance audits, reviewing and authorizing journal entries and bank reconciliations, making necessary adjustments to expenditures and encumbrances as needed, preparing or reviewing important financial statements or claims.

Assist the Executive Directors of Facilities, Buildings and Grounds, Nutrition Services, and Early Childhood Education with complex financial reports; for example Request for Performance (RFP); Request for Qualifications (RFQ), etc.

Assist Controller to establish and implement District accounting policies and procedures, financial policy revisions, and streamlining of departmental functions.

Assist Controller, Fixed Asset Manager, Accounts Payable Manager, Director of Payroll as well as Director of Central Office Accounting with all preparation of Interim and Unaudited Actual Reports, as well as year-end closing.

Recruit, select, coordinate, manage and evaluate Program Accountants assigned to Facilities, Buildings and Grounds, Nutrition Services, and Early Childhood Education.

Create and implement departmental and inter-departmental procedures to ensure proper recording, documentation, review and approval of financial transactions.

Analyze and reconcile Cafeteria Fund, Capital Facilities Funds, and Child Development Fund.

Ensure that District-wide financial data is recorded in accordance with the California Standardized Accounting Codes, Generally Accepted Accounting Principles (GAAP), and all applicable laws and regulations.

Monitor and audit functions within scope, ensuring implementation of systems and practices that are efficient and effective in delivery of high quality services to District employees and contractors; implement and maintain continuous improvement process to support efficient and effective delivery of key accounting and financial services activities.

Represent the Controller, Directors of Facilities, Building and Grounds, Nutrition Services and Early Childhood Education at meetings and on committees to be the voice of Accounting.

Provide technical expertise, information and assistance to the Controller, Executive Officers, and other senior leadership, and supported divisions to guarantee smooth operations of the department.

Select, train, supervise, and evaluate staff; hold direct reports accountable for results; create metrics to gauge performance of direct reports; direct, train and motivate assigned staff to meet organizational goals and exceed performance standards.

Remain current on legislation affecting accounting; participate in trainings, conferences, and related activities to keep abreast of best practices in effective accounting practices for public school districts.

Plan, host trainings and collaborative sessions to share best practices and disseminate knowledge.

Serve on departmental leadership team to plan and monitor supports for accounting staff; represent the Accounting Department at District meetings when necessary.

Participate in the Financial Services Budget and Accountant Resource Teams.

Attend meetings, workshops and conferences related to accounting matters.

Focus on customer service and provide results-oriented value to all stakeholder groups.

Provide cross-training to other staff members within the department.

Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

Federal, state, and District compliance policies and regulations as well as auditing standards

California School Accounting Manual (CSAM) and Generally Accepted Accounting Principles (GAAP)

Computer software, hardware, and related technology and strategies and techniques for customer service

ABILITY TO:

Cross-train department personnel

Meet all deadlines despite constant demands and interruptions

Work with paperless financial services systems and prepare financial statements

Work under minimal supervision, exercise sound judgment and initiative in an environment of rapid change

Perform advanced financial analyses and prepare complex financial studies

Use and leverage computer-based accounting applications, and operate personal computer and related software

Build highly-functioning relationships throughout the District via effective communication in English, orally and in writing

Communicate with diverse groups and individuals in public and/or private settings

PREREQUISITES

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Accounting with an emphasis in accounting, economics or finance. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Masters in economics, finance, or financial accounting preferred

Five (5) years of accounting experience, which include three years experience managing personnel

California school district accounting experience preferred

Certified Public Accountant certificate preferred

Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS

ENVIRONMENT:

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.