CLASS TITLE: BUSINESS SYSTEMS MANAGER

BASIC FUNCTION:
Under direction, lead, manage and represent the Systems Support Team of the School Business and Advisory Services Department. Act as Project Manager for the acquisition, development, documentation, testing, training, and enhancement of existing and new computerized business systems used by the organization; plan, organize, direct, control and perform activities related to providing support services to local education agency personnel in understanding and using computerized business systems, applications, and manuals; as Project Manager, direct SBAS and Technology Services staff working on business systems used by the organization; assist Business System Vendors and Technology Services staff in interpreting accounting rules, regulations, guidance and State Education Code and in developing computerized business systems.

REPRESENTATIVE DUTIES:
Lead, manage and represent the Business Systems Specialist Team of the School Business and Advisory Services department;

Participate and contribute to the overall management and teamwork of the School Business and Advisory Services department;

Act as Project manager for the acquisition, development, documentation, testing, training, and enhancement of new and existing computerized business systems; attend planning meetings and interview users to gather information on needs and desired system features for the system;

Act as Project Manager and direct SBAS and Technology Services staff working on business systems used by the organization;

Lead a team of Business Systems Specialists in system error troubleshooting, identification, and correction; gather information from users on conditions leading to system problems; analyze issues and problems and work in coordination with business system vendors and Technology Services staff to correct and resolve the issues; test solutions to assure proper production operation;

Analyze user concerns, requirements, and requests for system features and uses; identify and communicate to business system vendors and Technology Services staff all applications, modifications, and improvements to existing systems that will enhance user productivity;

Learn, understand and communicate new developments and enhancements to system components; develop and provide system support and services to local education agency personnel with regard to financial, payroll budget, stores, purchasing, and fixed assets systems; assure computerized business system compliance with State Education Code, the California School Accounting Manual, accounting/auditing requirements and other regulations;

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Monitor the accuracy and integrity of the computerized business systems as components are added and modified; develop controls to monitor and isolate potential system problems; identify and research system problems and correct out-of-balance situations; communicate and coordinate with business system vendors and Technology Services staff to prevent and correct the occurrence of system malfunctions and errors; E

Provide system training, support and services to education agency personnel in understanding and using computerized and integrated business systems and manuals, users guides and other documentation; participate in the preparation of documentation and user support materials; E

Assist Technology Services staff in interpreting accounting rules, regulations, guidance and the State Education Code and in developing computerized and integrated business systems, research manuals and other materials. Communicate with various agencies and departments to obtain information related to accounting issues; advise and provide information to business system users; E

Plan, lead, organize and participate in the development of processes and procedures for testing new systems and features; develop and utilize test data in the operating system and evaluate and report on results; assist and provide support to SBAS staff, including training, documentation, and system support; E

Develop and prepare training materials and plan user training workshops to present new systems, features, and enhancements; provide one-on-one training as needed; E

Work with the various software vendors supplying the computerized systems used by the organization; E

Attend and participate in a wide variety of meetings; E

Operate a variety of modern business technology and devices, including computers, mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs and other related software systems and equipment; and E

Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Accounting principles, budgeting, procedures, systems, and public education terminology.
Applications and use of modern business technology including computerized integrated business systems, applications, software and related technology.
Networking systems including LAN, WAN, servers and related technology.
Operation of client-server and modern technology including computers and devices.
California School Accounting Manual and applicable sections of the State Education Code and other laws, rules, regulations and guidance related to assigned activities.
Payroll, retirement, personnel, and purchasing policies and procedures in public education.
Analysis procedures, use and interpretation of data, and technical writing.
Development and presentation of training materials and workshops.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Effective oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Lead a team of business and technology staff during the acquisition and implementation of a complex, integrated and centralized business system.
Plan, organize, direct, control and perform activities related to the development, documentation, testing, training, and enhancement of new or existing computerized business systems.
Assign, prioritize, and monitor work assignments of assigned staff.
Develop and provide system support and services to school district personnel in understanding and using computerized business systems, applications, and manuals.
Assist business system vendors and Technology Services staff in interpreting accounting rules, regulations, guidance and the State Education Code in developing computerized integrated business systems.
Investigate and analyze system problems and recommend solutions to system errors.
Assist in the development and implementation of system enhancements.
Read and interpret complex and technical reports, manuals and materials.
Design test data, analyze and communicate actual results against expected results.
Learn, explain, and answer questions regarding systems and features.
Perform technical accounting tasks using independent judgment and initiative.
Communicate with, and provide training to, individual users and to groups.
Analyze user requests, evaluate systems applications, and communicate with business system providers and Technology Services staff as applicable.
Supervise and provide input into the evaluation of personnel.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelors’ degree in computer information science, business, accounting or a closely related field and five years of professional experience in a business or computer related position that included participation in the design or implementation of a computerized business system and experience in the management of support personnel. In addition, two years of accounting, systems analyst, or the equivalent in a school district business office is recommended.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment, subject to driving to various sites to conduct work.

PHYSICAL ABILITIES:
Vision to drive and to observe, review and analyze business systems and work productivity;
Hearing and speaking to effectively communicate and exchange information;
Sitting for extended periods of time;
Some climbing of small ladders;

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Bending, kneeling and reaching to retrieve and file records; 
Dexterity of hands and fingers to file and operate office technology and equipment; and 
Lifting boxes weighing up to 30 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.