BASIC FUNCTION:
Under direction, review public project documentation and purchase contracts to verify legality and compliance with Public Contract Code and other various code requirements and for approval of payments; audit various school district payments; assure invoice totals and taxes are accurate; perform a variety of complex accounting duties and approvals related to an assigned area of County-wide responsibility such as account transfers, inter-fund transfers, cash balancing at the district level and on a county-wide basis; establish and maintain collaborative processes with others to ensure timely, accurate and appropriate accounting transactions in compliance with GAAP and GASB.

REPRESENTATIVE DUTIES:
Review public project documentation and purchase contracts to verify legality and compliance with various code requirements, including public, government, civil, education, and labor contracts; verify contract change orders, stop notices, and notices of completion; E

Review public project documentation and purchase contracts payments for legality and approval of payments related to contracts for the school districts in Ventura County; E

Review requests from districts for payment to contractors for services and materials purchases; determine and verify compliance with applicable codes; approve payments when requirements are met; E

Review applicable codes, regulations, and County Counsel legal opinions to determine relevance to school districts; answer questions and provide assistance to school district personnel with regard to contract development and compliance requirements; E

Audit various school district payments; assure invoice totals and taxes are accurate and verify object code classifications; verify cash balances in funds to assure adequate cash to cover payment amounts and approve payments; E

Audit and approve inter-fund transfers; audit and approve check cancellations; enter various deposits and charges for districts into the computerized financial system; E

Operate a variety of business related hardware and software, including but not limited to computers, integrated business systems, financial spreadsheets, word processing programs and other related business applications. E

Establish and maintain contract files; maintain spreadsheet files related to contracts and payments; E

Utilizing spreadsheet software, balance local educational agency payroll tax expenditure reports
to county financial system payroll tax expenditure reports; 

Perform cash balancing of offline posting of all local educational agencies cash by fund, to county financial system; 

Assist local educational agencies in their re-issuances of accounts payable and payroll checks to the computerized business system; 

Prepare employee count for EDD: prepare and maintain various records and files related to assigned duties; 

Effectively communicate both orally and in writing with VCOE departments, local educational agencies, county, and state agencies and departments; obtain and provide information and answers to questions; and 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Various codes, including public contract codes, education codes, civil codes, labor codes; and legal opinions applicable to construction and purchasing contracts; 
- Concepts, applications and operations of integrated computerized business systems, related business and office software systems and equipment; 
- Policies and objectives of assigned contract compliance programs and activities; 
- Applicable sections of the Public Contract Code, State Education Code and other applicable laws, rules and regulations related to public project and purchase contract compliance activities; 
- Financial and statistical record-keeping techniques. 
- Correct English usage, grammar, spelling, punctuations and vocabulary; 
- Effective oral and written communication skills; and 
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**
- Review public projects and purchase contracts to verify legality and compliance with various code requirements before approving payments; 
- Audit various school district payments; 
- Assure invoice totals and taxes are accurate; 
- Audit and approve inter-fund transfers; 
- Read and review and interpret code requirements, legal opinions, and procedural manuals; 
- Effectively communicate both orally and in writing; 
- Establish and maintain cooperative and effective working relationships with others; 
- Read, learn, interpret, apply and explain rules, regulations, policies and procedures; 
- Determine appropriate action within clearly defined guidelines; 
- Work independently with little direction; 
- Plan and organize work; 
- Meet schedules and timelines; and 
- Establish and maintain cooperative and effective working relationships with others.

REVISED June 2016
EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school, supplemented by college-level accounting course work, and three years increasingly responsible financial accounting experience involving State Education Codes and other financial codes.

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

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions and driving to various sites to conduct work.

PHYSICAL ABILITIES:
Vision to inspect, review and analyze financial records and reports;
Hearing and speaking to effectively communicate and exchange information;
Sitting for extended periods of time;
Some climbing of small ladders;
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.