

BUSINESS SERVICES AGREEMENT
between the
El Dorado County Office of Education
and the
Pioneer Union School District

This Agreement is made and entered into by and between the El Dorado County Office of Education, hereinafter referred to as “EDCOE”, a California public educational entity with principal administrative offices located at 6767 Green Valley Road, Placerville, California, and the Pioneer Union School District, hereinafter referred to as “DISTRICT”, a public educational entity, with principal offices located at 6862 Mt. Aukum Road, Somerset, California, each being a “Party” and collectively the “Parties”.

RECITALS

DISTRICT requires accounting and fiscal services support during fiscal year 2021-2022.

EDCOE Business Services is qualified and desires to provide accounting and fiscal services support to DISTRICT during fiscal year 2021-2022.

DISTRICT will purchase accounting and fiscal services support from EDCOE for up to 160 EDCOE staff support hours (at \$78 per hour) during fiscal year 2021-2022.

AGREEMENT

NOW, THEREFORE, IN CONSIDERATION OF THE ACTS AND PROMISES CONTAINED HEREIN, the Parties agree as follows:

1. SERVICES:

EDCOE will provide accounting and fiscal services support to assist the DISTRICT with budget reporting (FY 2021-22 First Interim, FY 2021-22 Second Interim, and 2022-23 Adopted Budget) and other accounting support as requested by the District Superintendent/Chief Business Official. These services can be provided beginning November 2021.

At time of signing, an External Business Manager position or Accountant will be assigned to DISTRICT for **up to 160 hours**. Time worked shall be coordinated by the DISTRICT Superintendent/Chief Business Official and EDCOE Director of External Business Services in good faith, with assigned staffing and scheduling subject to change.

2. DUTIES AND RESPONSIBILITIES

The EDCOE assigned staff shall, to the best of their abilities, perform duties and have responsibilities in accordance with the Job Description (see attached) and as customarily performed by one holding that position in other same or similar public education agencies.

3. SUPERVISION:

EDCOE Director of External Business Services will assign work to staff in collaboration with the DISTRICT Superintendent/Chief Business Official.

4. SITE SUPPORT:

The EDCOE assigned staff shall work primarily at EDCOE. In the event travel to the district office site is required, DISTRICT shall provide reasonable and necessary office space, phone and normal operating office requirements and supplies other than laptop computers as needed. In addition, the DISTRICT shall reimburse any mileage incurred at the current IRS rate.

5. TERM:

The term of this agreement is November 1, 2021 through June 30, 2022. This agreement may be terminated sooner if mutually agreed to by the parties with 30 days written notice.

6. FEE SCHEDULE:

The cost for accounting and fiscal services in 2021-2022 is \$78 per hour and will be based on actual hours worked (estimated \$12,480 for 160 hours worked). In lieu of invoicing, EDCOE will coordinate two transfers: the first by March 2022 (for November through February hours) and the second by July 2022 (for March through June hours).

If additional services and/or EDCOE staff hours are requested, EDCOE and the DISTRICT may extend or amend this agreement by mutual written consent prior to additional services being rendered.

The parties hereby agree to the terms of this agreement.

EDCOE

Wendy Frederickson
Deputy Superintendent of Administrative Services
El Dorado County Office of Education

Date

DISTRICT

Annette Lane
Superintendent
Pioneer Union School District

Date

EL DORADO COUNTY OFFICE OF EDUCATION
CLASS SPECIFICATION

CLASS TITLE: Accountant
(Administrative - Overtime Exempt)

Job Purpose Statement: Under general supervision of the Director of Business Services or Manager of Business Services , perform accounting work requiring full professional competency for accounting records, budgets, analyses and reports.

Distinguishing Characteristics: This position may perform accounting work related to specific internal departments and programs; specific district fiscal support/oversight; or a specific Special Education Local Plan Area (SELPA). This position is distinguished from the Manager of Business Services in that the latter is responsible for supervision of accounting staff and management of fiscal services for the entirety of the county office budget, district support/oversight or SELPAs.

Essential Job Functions:

(Any one position may not include all of the representative duties listed, nor do the listed examples include all tasks which may be found in positions within this classification.)

Analyze and Report

- Develops and maintains confidential information pertaining to negotiations for the purpose of supporting the collective bargaining process.
- Develops, compiles, and communicates a variety of fiscal information and reports e.g. payroll, special project allocations, benefits, income/expenditure analyses, Local Control Accountability Plan (LCAP) data, budgets, etc. for the purpose of providing others with information and/or complying with relevant state, federal and/or program accounting requirements.
- Prepares and submits state, federal and/or local project budgets and reports (financial, student information, pupil attendance, etc.) using business and state software applications for the purpose of complying with relevant state, federal and/or program accounting requirements.

Collaborate and Support

- Provides backup for Director of Business Services, Manager of Business Services, payroll, and accounts payable staff for the purpose of supporting their job functions.
- Collaborates with department staff, other departments, programs, districts, charter schools and other agencies for the purpose of providing direction and/or conveying information that allows them to complete their functions.
- Serves as a resource person to in-house staff and school district personnel for the purpose of providing technical expertise and information regarding financial and accounting issues and related activities and coordinating communication between county office/school districts and federal, state and local agencies.

- Assists in the development of office practices and procedures for the purpose of providing written procedures for work flow purposes.

Accounting and Budget

- Analyzes and reconciles financial statements and cash fund balances for the purpose of maintaining accurate records and complying with related policies, practices and/or regulations.
- Prepares distributions of apportionments or other revenue for the purpose of allocating funds accurately to appropriate programs and/or local educational agencies (LEAs).

The following are examples of essential functions that may vary by assigned program:

County Office and District Departments/Programs

- Maintains, prepares, monitors and provides complete sets of financial, accounting, and budgetary records including annual budgets, interim reports and unaudited actuals for the purpose of ensuring accurate identification of transactions and complying with accounting policies, procedures and/or regulations.
- Analyzes contracts and purchase orders for the purpose of determining account coding within budget parameters and clear language regarding payment and other terms.
- Confers with administrators on program financial status for the purpose of providing necessary information for them to make decisions, taking appropriate action and/or maintain compliance with established guidelines.

District Fiscal Support / Oversight

- Reviews financial, accounting, and budgetary records including annual budgets, interim reports, and unaudited actuals for the purpose of providing fiscal oversight in accordance with applicable laws, codes, regulations, and procedures.
- Analyzes, prepares and processes cash transfers between funds and districts, general ledger beginning balances, transfers in-lieu of property taxes, local control funding formula and other revenue projections, county auditor-controller and treasury documents, and automated clearing house (ACH) vendor forms and payments for the purpose of facilitating and supporting district accounting and budgeting activity.
- Confers with administrators and district staff on fiscal support and oversight issues for the purpose of providing necessary information for them to make decisions, taking appropriate action and/or maintain compliance with established guidelines.

SELPA

- Compiles and analyzes financial, accounting, budgetary and audit records for the purpose of meeting SELPA requirements, which include expenditure reporting, federal maintenance of effort and excess costs compliance, data submissions and compliance with accounting policies, procedures and/or regulations.
- Analyzes, prepares and processes district and charter school special education data, funding requests, special education revenue projections and certifications, and allocation plan distributions for the purpose of providing accounting and administrative support in the implementation of the SELPA allocation plan.
- Confers with district, charter school and SELPA administrators and staff on SELPA accounting and budget issues for the purpose of providing necessary information for them

to make decisions, take appropriate action and/or maintain compliance with established guidelines.

Job Requirements - Qualifications:

Experience: Experience in accounting and/or budgeting. Work experience in an educational setting is preferred.

Education: Two years of higher education including course work in accounting procedures and/or practices. Four years of experience may be substituted for one year of education.

Skills, Knowledge and/or Abilities:

Skills to design, implement, and maintain accounting systems; use computers at a skilled level; create and maintain spreadsheets; carry out complex and simultaneous projects independently; compile fiscal information from various sources; analyze and interpret financial records and reports; apply pertinent laws and regulations; communicate effectively in both oral and written form; maintain positive, cooperative work relationships.

Knowledge of generally accepted accounting principles, methods of California school accounting, auditing, and budget preparation and control; Microsoft Office, intermediate Excel, data bases, and computer data processing.

Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, adapt to changing needs and priorities, prepare clear and accurate reports, organize and prioritize work to successfully meet established timelines. Significant physical abilities include reaching/handling/fingering, talking/hearing ordinary conversations, near vision/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required: TB Test clearance, Criminal Justice Fingerprint clearance. If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability.

Salary Schedule 19, Range 50

Revised: 10/25/17; 8/23/17, 12/12/12, 4/13/05, 5/13/02, 11/99

Approved: 11/7/96

EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

**CLASS TITLE: Manager, Business Services
(Administrative - Overtime Exempt)**

Job Purpose Statement: Under general supervision of the Director of Business Services, manage operations of a payroll or fiscal services unit. Supervise business staff and perform complex accounting/payroll and management tasks.

Distinguishing Characteristics: This position may manage a payroll services unit or a fiscal services unit related to services for the county office, districts, or Special Education Local Plan Area (SELPA). This position is distinguished from the Business Services Director in that the latter is responsible for leadership and direction of all business services functions.

Essential Job Functions:

(Any one position may not include all of the representative duties listed, nor do the listed examples include all tasks which may be found in positions within this classification.)

Supervision

- Selects, trains, supervises, and evaluates the performance of accountants, data analysts, payroll specialists, retirement specialists and/or account technicians for the purpose of maximizing the effectiveness and efficiency of the workforce in achieving operational objectives.

Support

- Prepares and delivers management tools, communication, information and/or training for the purpose of providing technical expertise and support.
- Researches technical issues, implements payroll/accounting systems and processes, and resolves difficult and sensitive inquiries and problems for the purpose of providing assistance and guidance in the areas of business operations.

Management

Payroll/Retirement Services

- Manages daily operations and activities of the payroll services unit including payroll systems, processing and reporting for the purpose of ensuring timely payroll activities, accuracy and compliance with standards, requirements, laws, codes, regulations, policies and procedures.

County Office Payroll Services

- Coordinates and supports preparation of the County office regular end-of-month and supplemental payrolls and payroll system operations for the purpose of completing payrolls correctly and on time.
- Oversees County office payroll activities including calculation of wages, deductions, taxes, leaves, benefits and retirement contributions; benefit vendor payments; liability account reconciliation; and maintenance of payroll records and files for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

District Payroll/Retirement Services

- Coordinates and supports review and production of local educational agency (LEA) regular end-of-month and supplemental payrolls, timely tax deposits, automatic payroll deposits and W-2 processing for the purpose of completing payroll production correctly and on time.

- Oversees district payroll services activity including garnishments, small district payroll preparation, payroll prelist audits, payroll warrant processing, vendor deduction payments and retirement system payments and reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

Fiscal/Data Services

- Manages daily operations and activities of the fiscal services unit including accounting, budgeting, financial reporting and fiscal oversight for the purpose of meeting financial obligations and objectives in delivering services and programs in accordance with applicable standards, requirements, laws, codes, regulations, policies and procedures.

County Office Fiscal Services

- Coordinates and supports preparation of the County office annual budget, interim reports, year-end close and annual audit for the purpose of completing financial reporting correctly and on time.
- Oversees County office fiscal services activity including billing, accounts payable (AP), accounts receivable, deposits, revenue projections, fixed assets, account reconciliations, journal transfers, auditing, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

District Fiscal Services

- Coordinates and supports review of local educational agency (LEA) annual budgets, interims, and audits and the preparation of these documents for small LEAs for the purpose of completing financial reporting and fiscal oversight activities correctly and on time.
- Oversees district fiscal services activity including AP warrant processing, distribution of apportionments and taxes, account reconciliations, cash transfers, 1099 processing, student data reporting, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

SELPA Fiscal Services

- Coordinates and supports fiscal administration of SELPA allocation plans and year-end reporting, and preparation of the annual SELPA budget for the purpose of completing allocations and financial reporting correctly and on time.
- Oversees SELPA fiscal services activity including budget and cash flow projections, distribution of revenues, federal reporting, audit review, data submissions, funding request processing, account reconciliations, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

Job Requirements - Qualifications:

Education: Bachelor's Degree from an accredited institution with a major in business or education; this requirement may be waived if the individual has demonstrated five years of increasingly responsible successful experience in the area of school finance and administration or has an Associate of Arts degree along with 3-5 years of increasing responsible successful experience in the area of school finance and administration. Completion of a Chief Business Official (CBO) training program is beneficial.

Experience: Prior job related experience in California school accounting/school finance or payroll/retirement reporting, and electronic spreadsheet, data bases and computer data processing. Previous supervisory experience preferred.

Skills, Knowledge and/or Abilities:

Skills to design, implement and maintain payroll and accounting systems; analyze financial records and reports; interpret and comprehend legislative proposals, federal, state, county, and local rules and regulations as they pertain to school

finance; carry out projects independently; apply district policies, pertinent laws and regulations; maintain cooperative work relationships; collect, assemble, and present various data with well-defined recommended or alternate courses of action for administrative decision; work with diverse audiences and present financial information in clearly understandable format. Supervisory skills including motivation, training and evaluation of staff.

Knowledge of modern business methods and techniques; principle and methods of California school accounting, accounts payable/receivable process, banking and credit cards, payroll, retirement system reporting, auditing, and budget preparation and control; Microsoft Office, intermediate Excel, electronic spreadsheets, data bases and computer data processing; applicable standards, requirements, laws, codes, regulations, policies, procedures and insurance requirements.

Abilities to sit for prolonged periods; work with minimal supervision; think logically; be attentive to detail; utilize problem solving methodology; work with diverse audiences, communicate and present information in clear understandable formats, both orally and in written form; organize and prioritize work to successfully meet established timelines; and to travel regionally and statewide. Significant physical abilities include reaching/handling , talking/hearing, near visual acuity.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint clearance.

Salary Schedule E

Approved: 6/26/13

Revised: 8/23/17, 9/26/12. 4/15/21

Approved by Personnel Commission 12/14/11; 6/23/21