



Los Angeles County Office of Education
Serving Students • Supporting Communities • Leading Educators

Los Angeles County Office of Education CHIEF FINANCIAL OFFICER

CLASS CODE	201	SALARY	\$18,394.00 - \$22,787.00 Monthly \$220,728.00 - \$273,444.00 Annually
-------------------	-----	---------------	--

DEFINITION

Under the direct supervision of the Los Angeles County Office of Education (LACOE) Superintendent of Schools or Deputy Superintendent, the position of Chief Financial Officer is responsible for planning, organizing, implementing, directing, and administering services for LACOE. This position provides executive leadership to the Business Services Divisions of the County Office including the internal and external business, as well as the financial oversight of the Office and the related mandated and elective services provided to Los Angeles County school districts, community college districts, and charter schools.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other executive classes in that it is the highest-level business position in the County Office reporting directly to the Superintendent and interfacing directly with the Board of Education on County Office business and fiscal affairs.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the Superintendent. Responsibilities include direct and indirect supervision of division directors, subordinate managerial, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Develop business services policies and establish broad long-range goals and strategies for providing business and financial services
- Track, manage, and maintain accountability of critical business functions such as accounting and budget, payroll and retirement processing, grant funding administration, and other business services
- Provide administrative direction to assigned organizational units responsible for school financial services, regionalized business services, revenue determination, and district budget monitoring
- Provide direction and oversight for studies and reports of fiscal responsibility, business process integrity, and solvency of charter schools and delegate agencies
- Represent the County Office in local and state-wide initiatives to identify and develop business management programs and practices, and lead related changes within the Los Angeles County Office and the county districts
- Participate in the development, evaluation, and interpretation of legislation affecting school finance and business management.
- Maintains, updates, and interprets systems to ensure compliance with requirements of the Education Code and

other legal codes and statutes.

- Supervises the administration of District Financial Services, auditing programs, and supervises preparation of documents for district payroll, retirement activities, and auditing of warrants.
- Assures compliance with LCAP and AB 1200/2756 budget approval, oversight, and monitoring activities for local school districts; coordinates the review of recommendations in school district audits and action taken on exception items.
- Participates in and supports the collective bargaining process between the County Superintendent and exclusive bargaining units.
- Makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.
- Serves on a variety of internal and external committees, including the Superintendent's Cabinet, Legislative Task Force, and statewide school business committees; serves as the primary contact on behalf of the Business Services Division and/or the County Office to State and Federal officials as requested.
- Interface with the State Department of Education, State Department of Finance, and other governmental bodies to influence and respond to emerging fiscal issues and trends
- Oversee school district reorganizations, elections, boundary changes, and emergency preparedness
- Participate in Board and Executive Cabinet meetings to advise, interpret, and report on matters of business and fiscal importance
- Perform related duties as assigned

JOB REQUIREMENTS

Knowledge:

- Statutory provisions and intent of the California Education Code, Government Code, Administrative Code, and other federal, state, and local regulations pertaining to the fiscal, business, and administrative functions of school districts, community colleges, and county offices of education
- California legislative and judicial processes; the structure and processes of the state-wide public education system including pre-school, K-12, and community college districts
- Principles of finance and accounting
- Principles of organization design and structure, supervision, budgeting, personnel administration and management

Core Competencies:

- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Influencing – Affecting or changing others' positions and opinions
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organizational performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Managing Change – Addressing key factors that influence successful organizational change

- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

MINIMUM QUALIFICATIONS

Experience: Five years of management experience in school administration, business, or finance, including either two years at the highest level of a business or fiscal function in a California school district, community college district, county office, state department of education, or related public institution or three years in a non- California school district, community college district, county office, state department of education, or related public institution.

Education: A bachelor's degree with advanced coursework in management, business administration, public administration, education administration, accounting, finance, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Equivalency Provision: A master's degree in a school management, business, administration, or closely related field may substitute for one year of required general management experience in school administration, business, or finance. A doctorate in a school management, business, administration, or closely related field may substitute for two years of required general management experience in school administration, business, or finance.

Special Information: The Chief Financial Officer is a senior management position exempt from certain provisions of the Merit System (Education Code 45100.5).

CLASSIFICATION APPROVED

CLASSIFICATION APPROVED BY THE PERSONNEL COMMISSION ON:

June 19, 1979

Revised: December 6, 1985

Revised: May 8, 1991

Revised: July 21, 2011

Revised: January 19, 2012

Revised: June 20, 2013

Revised: July 20, 2017

Revised: November 19, 2019

Revised: June 25, 2025