

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DISTRICT BUSINESS ADVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director III-District Business Services or the Manager-District Business Services, provide advisory services and fiscal oversight to school districts on financial matters according to AB1200; plan, coordinate, and oversee the preparation of a wide variety of financial reports including revenue projections and calculations, program and district budgets, and reporting systems for apportionments, attendance, and year-end closing statements; participate in the development of automated processes; oversee the posting of key district revenue transactions; serve as business manager for direct service districts; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide advisory services and fiscal oversight to school districts on financial matters; review budgets and determine compliance with standards and criteria adopted by State Board of Education; review and certify interim reports.

Plan, coordinate, and oversee the preparation of a wide variety of financial reports including revenue projections and calculations, program and district budgets, and reporting systems for apportionments, attendance, and year-end closing statements; supervise the processing, auditing, and maintenance of retirement and payroll transactions; review budgets and interim reports.

Prepare, audit and file annual Special Education and Revenue Limit forms for current and prior year revisions for school districts; project revenues for school district budgets; analyze and distribute federal, state and local apportionments; prepare statistical reports and advise school districts of financial implications.

Plan direct and monitor special projects; confer with auditors; advise and respond to financial questions for school districts on revenue and financial reporting requirements; provide in service training to school districts on revenue limits, Special Education funding, attendance reporting, payroll and retirement; monitor school business legislation, including payroll and retirement.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Review annual audit reports and follow up with districts on audit exceptions; review unaudited actuals to assure district financial reports comply with State requirements; review cash reconciliation reports; monitor cash balances.

Advise school districts on appropriate attendance accounting procedures; direct school district attendance accounting systems; oversee the assembly, compiling and reporting of attendance data; coordinate California Basic Educational Data System (CBEDS) activities; research and analyze payroll data in order to respond to client inquires and resolve problems.

Serve as business manager for direct service districts; meet with districts as needed and provide direction on fiscal matters; prepare required State reports, including categorical funding, program cost accounting, transportation, and budget; assist in preparation of other financial reports; monitor cash flow financial transactions, including general and subsidiary ledgers; establish individual district accounting procedures; approve or disapprove district budgets according to established guidelines.

Assist districts in preparing federal and State funding applications and review as required; assist, prepare, and audit State forms related to finance for school districts; calculate and record year-end accruals for revenue limits and Special Education apportionments.

Determine whether districts are properly certified as positive, qualified or negative based on criteria in the multi-year projection report and solvency requirements; change district certification from positive to qualified or qualified to negative as necessary and provide written documentation of the change.

Develop, implement, and maintain payroll and retirement systems and database applications; assist with the formulation of new and revised policies and procedures in response to changing needs and/or legislative directive.

Recommend and maintain business system enhancement needs; supervise and participate in the development of user specifications; plan, organize, and coordinate system program implementation.

Ensure accuracy of monthly retirement data reported to the California State Teachers' Retirement System and California Employees Retirement System.

Interpret and assure SCCOE and district actions are in compliance with Education Code, laws, regulations, and court decisions; determine data needs for various financial reports; tests validity of collected data and reconcile district revenue limits, Special Education reports, tax, and apportionments to state and county reports.

Develop and implement short-term and long-term plans; provide data for long-term planning for the division.

Assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation.

Plan, organize, and participate in the development of automated processes to accommodate a wide variety of county office, district, and school needs.

Prepare and present oral and written presentations; recommend corrective action to improve fiscal operations and efficiency as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting, budgeting, financial analysis and research techniques as they apply to school districts;

Generally accepted accounting principles, generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.

Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management.

Financial and statistical analysis techniques and principles.

Recent developments, current literature, and sources of information regarding accounting and financial systems.

Pertinent federal, state, and local laws, codes, and regulations including AB1200 and those pertaining to educational financial record keeping and control activities.

Preparation of financial statements and comprehensive accounting reports.

Accounting, budget and business functions of an educational organization.

Financial analysis and projection techniques.

Financial and statistical record-keeping techniques.

Modern office practices, procedures, methods, and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

**ABILITY TO:**

Design and implement computer work sheets and programs.

Perform financial and other statistical analysis.

Interpret and apply laws, codes, regulations and court decisions affecting schools

Provide financial analysis and develop financial models based on historical and projected trends for educational organizations.

Perform specialized and technical services requiring application and interpretation of data, facts, procedures and policies.

Provide functional and technical guidance in obtaining, preparing, sharing and exchanging data with outside agencies and administrative, technical, clerical personnel.

Prepare clear and concise financial and accounting analysis reports.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and assigned software to enter data, maintain records and generate reports.

Evaluate and project annual income and expenditures to determine budget requirements.

Analyze financial data and prepare reports, forecasts and recommendations.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field and three years accounting experience in an educational organization including work with governmental budgetary and fiscal systems, models and procedures.

**LICENSES AND OTHER REQUIREMENTS:**

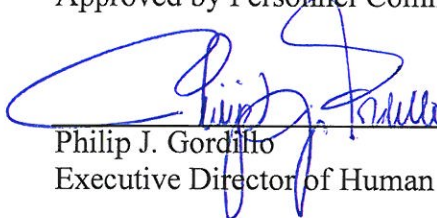
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

**PHYSICAL DEMANDS:**  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011; Revised: 11/9/2011

  
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Philip J. Gordillo  
Executive Director of Human Resources

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Date