

CLASSIFICATION TITLE: *District Business Advisor*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general direction, provides consulting services to school districts with specific responsibility for supporting overall fiscal policies, practices and/or regulations that meet compliance requirements; supports districts in maintaining accurate account balances; helps districts evaluate feasibility of services within budget parameters; provides districts with training and support to ensure efficient use of financial resources; and provides financial information, guidance and recommendations to district administration.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent of Administrative Services, Director of Business Services or Coordinator II, External Business.

SUPERVISION OVER:

None; provides assistance and guidance to school districts, other staff assigned to the department and organization.

DISTINGUISHING CHARACTERISTICS:

This position must understand the districts' accounting cycle and reporting requirements (including SACS software), be able to present complex financial information at various meetings, including public meetings, and coordinate a wide variety of accounting projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Accounting

Performs and/or trains district staff to complete complex accounting functions for school districts and outside agencies; may assist Coordinator to reconcile and distribute state apportionments and local taxes; assists with reconciliation of general ledger accounts (including governmental, enterprise and agency funds as well as student body accounts) for completeness, accuracy and compliance; reviews documents and claims for accuracy, completeness, and uniformity to rules, regulations and laws; may prepare complete SACS reporting including the submission of reports to CDE; may prepare or train district staff to prepare interim and budget documents including budget and interim narratives or presentations; may coordinate or train district staff to prepare and review year-end closing documents; may audit accounts payable batches; may assist district's auditors by providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

Budgeting

May prepare and/or train district staff to prepare budgets for assigned districts and clients; provides information and assists staff and administrators in budget preparation and implementation, may monitor and/or train district staff to monitor expenditures against budget and a wide variety of account information (e.g. LCAPs, Budgets, reports, etc.) for the purpose of providing internal financial controls throughout assigned districts and ensure compliance with established accounting practices and all applicable regulatory requirements; may prepare, balance, compile, and enter budget data; may prepare and performs statistical analysis of cash flow and budgets; evaluate budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

Communications, Technical Support and Training

Responds to and resolves inquiries and complaints; consults with assigned school districts regarding: funding programs, accounting systems, administering student organizations, etc. to ensure assigned school districts operate using and maintaining best school business practices and financial policies; maintains communication with internal and external clients regarding financial matters; reviews pertinent legislation to ensure internal and external clients comply with rules, regulations and laws; provides information in the development and revisions of policies and regulations; maintains documentation of job duties; may represent County Office in attending district/charter board meetings; provides fiscal support to

districts or programs when necessary. Attends and participates in professional group meetings, stays abreast of new trends and innovations in the fields of budgeting, accounting, fiscal oversight, financial reporting and financial management; provides training and support to internal and external staff as necessary.

Financial Reporting and Oversight

Prepares, analyzes complex financial reports including monthly financial statements, budget transfers, cost studies, cash flow analyses, and revenue and expenditure projections as requested or mandated by the administration, California Department of Education, and other agencies; compiles statistical and financial data for the purpose of providing third-party reporting; developing budget recommendations; providing financial summaries; assists internal and external clients in compiling data and interpreting legal reporting requirements and regulations; plans and monitors timelines to meet strict deadlines in reporting regulations and ensures the timely and accurate reporting of data to Federal and State authorities; reviews grant letters, funding and entitlement reports; reviews and verifies statistical, trend data and financial information including independent audit reports.

Research and Data Analysis

Researches and analyzes financial data for internal and external clients; creates, organizes and maintains files using database and spreadsheet programs; oversees the record keeping, file maintenance, and storage of documents; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve client inquiries; recommends solutions to clients and staff ensuring that corrections or changes are implemented properly; prepares and presents oral and written presentations, including presentations to management and governing boards discussing deficiencies and possibly recommending corrective action to improve operations; coordinates, prepares and presents a variety of special projects as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Responsible experience in financial management and accounting in an educational or local government organization or degree in accounting or applicable field. Must have a valid California driver's license.

Knowledge of:

Generally accepted accounting principles and procedures in governmental agencies; intermediate to advanced principles, techniques, and methods of governmental accounting, auditing and budgeting; program analysis and revenue forecasting practices; computer information systems operations and capabilities and their applications to accounting, budget development, and financial management; pertinent Federal, State and local laws, codes and regulations including those pertaining to education financial record keeping and control activities; modern office practices, procedures, methods and equipment.

Skill and Ability to:

Apply accounting principles and practices to a variety of complex accounting transactions and problems; perform multiple technical tasks with a need to occasionally attend trainings in order to keep up with current school business regulations; maintain accounting and budgeting systems; analyze and interpret financial records and reports; interpret and apply pertinent Federal, State and local laws, codes and regulations; ensure County Office compliance with laws and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; conduct research and prepare a variety of complex financial statements and reports; gain cooperation through discussion and persuasion; work under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; maintaining confidentiality; working as part of a team; deal constructively with conflict and develop a consensus; communicate clearly and concisely both orally and in writing; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.