

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DISTRICT BUSINESS ADVISOR

BASIC FUNCTION:

Under the direction of the Director III-District Business Services or the Senior - District Business Advisor, plan, organize and direct the daily operations necessary to fulfill requirements of AB1200; provide advisory services and fiscal oversight to school districts on financial matters; direct, plan, supervise, coordinate, and oversee the preparation of a wide variety of financial reports and business system services, including revenue projections, apportionment 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; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct a wide variety of business management, fiscal and advisory services for school districts within Santa Clara County, including the daily operations necessary to fulfill requirements of AB1200.

Direct and participate in the preparation, audit, and approval of school district budgets, interim reports, unaudited actuals and Local Control Accountability Plans (LCAPs).

Direct and coordinate revenue projections, apportionment calculations and distribution, property tax distributions, and attendance accounting;

Review interim reports for fiscal solvency and verify the certification status is accurate; authorize recommended changes in certifications as required; 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.

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

Review collective bargaining agreements (CBA) to ensure any increase in compensations would not adversely affect districts solvency.

Train Local Education Agency (LEA) staff on Local Control Funding Formula (LCFF) regulations and development of the LCAP; research and keep abreast of LCFF and LCAP regulations and ensure proper dissemination of information to other SCCOE staff as well as our districts and charters; review and approve/disapprove LCAPs.

Supervise the processing, auditing, and maintenance of retirement and payroll transactions; direct and coordinate the supervision of district payroll-related services, including functions such as payroll auditing and accounting, retirement processing, wage garnishments, federal and state tax reporting and, district contract services.

Oversee the timely payment of employment payroll taxes and retirement contributions to federal and state agencies.

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

Research and analyze payroll data to respond to client inquires and resolve problems; communicate with Federal, State, and local agencies as needed.

Direct the preparation of cash flow analyses for school districts; review evaluations of district business and fiscal operations and conditions, including revenue projections and calculations, program and district budgets, and reports for apportionments, attendance, and year-end closing statements.

Serve as a board member for the former Redevelopment Agency (RDA) Oversight Board to facilitate with the wind down process to redirect property taxes back to the taxing entities, i.e., school districts and SCCOE.

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.

Plan, coordinate, and oversee the preparation of a wide variety of narrative and statistical financial reports, records and files, including revenue projections and calculations, program and district budgets, and reporting systems for apportionments, attendance, and year-end closing statements.

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 LEAs on revenue limits, Special Education funding, attendance reporting, payroll and retirement; monitor school business legislation, including payroll and retirement.

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.

Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Direct, approve, and assist staff in the development and delivery of in-service training programs on related areas.

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.

Research and analyze data and make recommendations on administrative, organizational and operational problems; test validity of collected data and reconcile district LCFF entitlements, Special Education reports, tax, and apportionments to state and county reports.

Participate in forecasting trends for District Business and Advisory Services department; develop and implement short-term and long-term plans; provide data for long-term planning for the division.

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.

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; assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls; 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.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

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 worksheets 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 the Personnel Commission: June 23, 2011

Revised: November 9, 2011

Revised: October 8, 2014



Sheila Lopez, Director
Classified Personnel Services

October 8, 2014

Date