

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: SENIOR DISTRICT BUSINESS ADVISOR**

**BASIC FUNCTION:**

Under the direction of the Director III-District Business Services (DBS) manage plan, organize and direct the daily operations of the District Business and Advisory Services to fulfill requirements of AB1200; serve in a lead capacity and provide expert advisory services and fiscal oversight to school districts on financial matters; manage, direct, coordinate, supervise, plan and organize a wide variety of business management services and financial reports, including revenue projections and calculations, program and district budgets, and reporting systems for apportionments, attendance, and year-end closing statements; serve as a business manager for direct service districts; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Manage, plan, organize and serve in a lead capacity to ensure quality control for various functions of DBAS; refine processes and procedures; prepare letters for budget, Local Control Accountability Plan (LCAP), interims, collective bargaining agreements and audit reports; prepare and review various communications for distribution; monitor and provide support with various projects.

Manage, plan, organize, control, lead and direct a wide variety of business management, fiscal and advisory services for school districts within Santa Clara County and ensure quality control for various functions of DBAS; plan, organize and direct the daily operations of the District Business and Advisory Services to fulfill requirements of AB1200.

Direct and participate in the preparation, audit, and approval of school district budgets; direct and coordinate revenue and apportionment calculations, and distribution, property tax distributions, attendance accounting, and district contract services.

Provide advisory services and fiscal oversight to school districts on financial matters.

Review collective bargaining agreements (CBA) to ensure any increase in compensations would not adversely affect districts solvency; review AB 2197 non voters approved debt to ensure that solvency is not adversely affected; 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.

Train district staff on Local Control Funding Formula (LCFF) regulations and development of the Local Control Accountability Plan (LCAP) and assist with the training of new District Business Advisors on laws, regulations, methods, policies and procedures.

Research and keep abreast of LCFF and LCAP regulations and ensure proper dissemination of information to other SCCOE staff as well as the County's districts and charters

Review and approve/disapprove annual budgets and LCAPs in accordance with standards and criteria adopted by the State Board of Education.

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.

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; determine data needs for various financial reports.

Direct and coordinate the supervision of district payroll-related services, including payroll auditing and accounting, retirement processing, wage garnishments, federal and state tax reporting, central records management, commercial warrant audits and district contract services.

Assist districts in preparing federal and state funding applications and review as required; assist, prepare, and/or audit State forms related to finance for school districts.

Calculate and record year-end accruals for LCFF entitlements and Special Education apportionments; reconcile district LCFF entitlements, property taxes, and apportionments to state and county reports.

Direct and participate in the analysis of legislation and disseminate information on the impact of legislation; assist with the creation and passage of Office-supported legislation and the defeat of Office-opposed legislation.

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.

Supervise 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.

Research, analyze data, and make recommendations on administrative, organizational, and operational problems; assist with design and implementation of new and revised systems to assure effective and efficient operations; interpret, analyze and assure SCCOE and district actions are in compliance with Education Code, laws, regulations, and court decisions, assist with the preparation and administration of the annual budget.

Plan, direct and monitor special projects; confer with auditors; advise and answer financial questions for school districts on revenue and financial reporting requirements, evaluate and use computer software.

Meet with districts as needed and provide direction on fiscal matters; prepare or coordinate preparation of 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; plan and implement accounting procedures.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; direct and advise staff in the collection and preparation of statistical data for various funding, payroll and retirement documents; interpret and analyze policies and regulations; determine data needs for various financial reports; test validity of collected data.

Review and certify the 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.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to requests for information and complaints; provide technical expertise, information and assistance to management regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Determine data needs for various financial reports; test validity of collected data.

Participate in forecasting trends and long-term planning 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.

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

Oversee and ensure the timely payment of payroll taxes to Federal and State agencies and in compliance with IRS and Franchise Tax Board requirements.

Prepare and present oral and written presentations at various meetings, including board meetings;

Recommend corrective action to improve fiscal operations and efficiency as necessary.

Serve as department Director in the absence of the Director III-District Business Services and perform related duties.

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:**

Financial management practices and principals, accounting, budgeting, financial analysis and research techniques as they apply to schools.

Management of a wide variety of business management, fiscal and advisory services for school districts within Santa Clara County.

Generally Accepted Accounting Principles (GAAP), California Schools Accounting Manual (CSAM), Governmental Accounting Standards Board (GASB) pronouncements, generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing and budgeting. 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, policies and procedures, and regulations including AB1200 and other mandates 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, control, and projection techniques.

Financial and statistical record-keeping techniques.

Modern office practices, procedures, methods and equipment.

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

Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.

Legal requirements of school districts related to budgeting and finance.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, organize, and control comprehensive business management services.
- Supervise and evaluate the performance of assigned staff.
- Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures 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.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software and office equipment.
- Design and implement computer worksheets and programs.
- Evaluate and project annual income and expenditures to determine budget requirements.
- Analyze financial data, forecasts and recommendations, perform statistical analysis and prepare clear and concise reports; develop financial models based on historical and projected trends for educational organizations.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Maintain current knowledge of related legislation.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports, and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by the Personnel Commission: June 23, 2011

Revised: October 8, 2014



Sheila Lopez, Director  
Classified Personnel Services

October 8, 2014

Date