

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SELPA FINANCIAL ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director - SELPA, administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the Special Education Local Planning Area (SELPA) program and County school districts; advises and serves as expert resource to SELPA and school district administrators on special education financial and business related matters.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the Special Education Local Planning Area (SELPA) program and County school districts; prepares and delivers verbal and written fiscal updates for district Special Education directors and district CBOs.

Analyzes CDE certifications, State budget assumptions, SELPA budget allocation plans, ADA reports, pupil counts and various revenue source reporting to plan, develop, prepare and update Special Education revenue projections for districts.

Calculates distribution of Special Education State Aid apportionments to districts; verifies California Department of Education (CDE) certifications; updates district Special Education revenue projections with State certifications and State budget projections; calculates monthly Special Education apportionments per State schedules; prepares request to distribute appropriate amount to each SELPA member district and County Office Special Education department.

Distributes Federal IDEA funds to districts and County Office programs; prepares spreadsheets to allocate and distribute IDEA SELPA level grants to individual districts and SCCOE for California Department of Education (CDE) grant letters and pupil counts; prepares and files federal IDEA expenditure reports with the CDE; collects related expenditure information from district programs.

Distributes County Office of Education (COE) Special Education property tax revenues to districts and COE programs; determines appropriate amounts according to established guidelines; prepares and updates SELPA allocation of Special Education Property Tax reports for CDE certifications.

Researches, analyzes, interprets, and assures County Office and district actions are in compliance with Education Code, laws, regulations, and court decisions; determines data needs for various financial reports; tests validity of collected data; reconciles, Special Education reports, tax, and apportionment to state and county reports.

Calculates and sets up accruals for Special Education State Aide and COE Special Education property tax transfers for district's year-end; calculates, balances, reconciles and performs Year-End closing entries and prepare related exhibits to districts.

Prepares, audits and files Special Education funding and administrative reports with the Department of Education and other regulatory agencies; prepares, distributes, and monitors budgets, revenue projections, and allocation plans and advises school districts of financial implications..

Researches, and analyzes special education funding data, resolves problems, and develops worksheets and reports as needed; reviews special education certification documents; determines County Excess Tax distribution for the County Office and district programs.

Develops and implements short-term and long-term plans; provides data for long-term planning; participates in decisions that frequently have major impact across Office Branches and school districts.

Plans, directs and monitors special projects; confers with auditors; advises and answers financial questions for school districts related to Special Education funding; leads and facilitates discussions between districts related to Special Education funding.

Maintains current knowledge of laws, rules, regulations and policies related to special education finance; monitors school business legislation; interprets and analyzes policies and regulations; directs and participates in the analysis of legislation and disseminates information on the impact of legislation; provides districts with periodic information regarding Special Education funding.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding SELPA fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as information source regarding fiscal procedures, policies, requirements, and standards for Special Education.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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 research, 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 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 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:**

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.  
Interpret, analyze, and apply laws, codes, regulations and court decisions affecting schools and special education.  
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.  
Maintain accurate financial and statistical records.  
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 in accounting, finance, business administration or related field and three years accounting experience in an educational organization including work with 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.  
Bending at the waist, kneeling or crouching to retrieve and file materials.  
Sitting for extended periods of time.

Approved by Personnel Commission: June 23, 2011; Revised Approval: February 10, 2016



---

Kristin Olson  
Director-Classified Personnel Services

Date: 02/04/16