

**BUSINESS SERVICES SPECIALIST**

**Definition:**

Under the direction of the Director of Fiscal Services, plans, organizes and directs the daily operations necessary to process financial transactions and fulfill requirements of AB 1200; provides advisory services and fiscal oversight to school districts on financial matters; directs, plans, supervises, coordinates, and oversees 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; participates in the development of automated processes; oversees the posting of key district revenue transactions; supervises and evaluates the performance of assigned personnel.

**Distinguishing Characteristics:**

This position will provide services to school districts and SCOE, providing functions as a Chief Business Official of a district while also performing review, guidance and oversight services provided by a SCOE Accountant.

**Supervision Exercised and Received:**

Position reports to the Director of Fiscal Services. Position may provide supervision of SCOE clerical staff as assigned by the Director of Fiscal Services.

**Examples of Duties and Responsibilities:**

Duties and Responsibilities may include, but are not limited to, the following:

District Functions:

- Serve as business manager for districts at their location and provide direction on fiscal matters.
- Prepare required State reports; assist in preparation of other financial reports; monitor cash flow financial transactions, including general and subsidiary ledgers; prepare accounts payable and accounts receivable transactions; establish individual district accounting procedures; approve or disapprove district budgets according to established guidelines.
- Process payroll and perform human resource functions within the Escape financial system as well as report associated STRS and PERS data to SCOE.
- Review annual audit reports and follow up on audit exceptions; review unaudited actuals to assure district financial reports comply with State requirements.
- Plan, coordinate, and oversee the preparation of a wide variety of narrative and statistical financial reports, records and files, including Local Control Funding Formula (LCFF) revenue projections and calculations, program and district budgets, and reporting systems for apportionments, attendance, and year-end closing statements.
- Coordinate CBEDS and CALPADs activities and reporting.
- Interact with District Superintendent and attend District Board meetings as deemed necessary by the Superintendent.
- Serve as a board member of joint powers agencies for which the District is a member, as needed.

COE Functions:

- Interpret and assure SCOE 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; determine the accuracy of records of revenues and expenditures and appropriate documentation.
- Participate in the approval of school district budgets, interim reports, unaudited actuals and Local Control Accountability Plans (LCAPs).
- 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. This includes review 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.

- Review collective bargaining agreements to ensure compliance with AB 1200 requirements. Ensure that any increase in compensation would not adversely affect district solvency.
- Keep current with LCFF and LCAP regulations and ensure proper dissemination of information to districts and charter schools. Test validity of collected data and reconcile district LCFF entitlements.
- Advise school districts on appropriate attendance accounting procedures.
- 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/or participate in a variety of meetings.

#### Other Duties:

- Perform related duties as assigned.

#### **Employment Standards:**

##### 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 AB 1200 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.
- 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.

Computer Skills:

- Operate a computer and assigned software to enter data, maintain records and generate reports, including but not limited to SACS financial reporting system, Escape financial system, Microsoft Word, Excel and Power Point.

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

Experience:

- Three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Must have normal (20/20) vision, corrected or uncorrected.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.