

# Sonoma County Office of Education – Job Description

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## Classified Management

### District Fiscal Management Advisor

#### Definition:

Under the direction of the Director of External Fiscal Services, plans, organizes and directs the daily operations necessary to process financial transactions and fulfill requirements of AB1200; provides advisory services and fiscal oversight to school districts and charters on financial matters.

#### Distinguishing Characteristics:

Under the direction of the Director of External Fiscal Services, plans, organizes and directs the daily operations necessary to process financial transactions and fulfill requirements of AB1200; provides advisory services and fiscal oversight to school districts and charters on financial matters.

#### Supervision Exercised and Received:

Employees in this class receive general supervision from the Director of External Fiscal Services in the area assigned, within a broad framework of policies and procedures.

#### Example of Duties and Responsibilities:

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

- Interpret and assure County Office districts/charters 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.
- Review interim reports for fiscal solvency and verify the certification status is accurate; recommend 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/charter budgets, and reports for apportionments, attendance, and year-end closing statements. Review collective bargaining agreements to ensure compliance with AB 1200 requirements. Make recommendations to districts to ensure that any increase in compensation has been sufficiently analyzed to avoid would not adversely affecting district solvency.
- Keep current with LCFF and LCAP regulations and ensure proper dissemination of information to districts and charters. Test validity of collected data and reconcile district LCFF entitlements.
- Advise school districts/charters on appropriate attendance accounting procedures.
- Prepare and present oral and written presentations; recommend corrective action to improve fiscal operations and efficiency as necessary.
- Provides advisory services and fiscal oversight to school districts/charters on financial matters and financial transactions
- Keep current on school accounting and finances issues, laws and the state budget to support and

fulfill requirements of AB1200 county office fiscal oversight.

- Act as a business manager of a school district or charter school for limited periods of time which may include attending and presenting information at LEA board meetings, as deemed necessary.
- Prepares and/or assists in the preparation of the annual budget; interim reports, year-end close and unaudited actuals in addition to modify or updates budgets.
- Acts as a resource person providing information and assistance to in-house staff and school district/charter school personnel.
- Reviews incoming documents from either school districts or charter schools for the purpose of verifying coding and/or correctness of transactions; takes appropriate action in case of error.
- Oversees preparation of inter-district transactions and special project transactions.
- Effectively monitors accounting for categorically funded projects.
- Prepares and/or assists with year-end closing and in the preparation of adjusting entries.
- Reviews school district Local Control Accountability Plans (LCAP) to determine if there are sufficient expenditures in their adopted budget to implement the LCAP and adhere to the expenditure requirements for funds apportioned for its unduplicated pupil count.
- Works collaboratively with other County Office departments, agencies, and districts to support an interactive LCAP review process.
- Work collaboratively with internal department staff to establish training and support to districts/charters in the development, implementation and monitoring of LCAPs
- Acts as a mentor to provide training and support to school district/charter school personnel in fiscal matters.
- Attend and/or participate in a variety of meetings.
- May provide analysis, training, and direct support on use and tracking of bond funds, , State Facility Program, and other facility funds.
- Perform related duties as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Accounting, budgeting, financial analysis and research techniques as they apply to school districts/charters.
- 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.
- 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. Basic office methods, practices and procedures including financial record keeping.
- ESCAPE accounting systems is preferred.

***Ability to:***

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative-working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Work independently with intermittent direction. Meet schedules and timelines.
- Communicate effectively both orally and in writing. Prepare and deliver oral presentations.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Apply the principles of governmental budgeting, auditing and accounting.
- Comply with laws and regulations applying to school district accounting operations.
- Conduct financial analysis and do other statistical research.
- Utilize online fiscal accounting systems.
- Plan, implement and participate in the preparation of accounting reports.
- Accurately check, verify and analyze a variety of accounting data and draw sound conclusions.
- Prepare SACS financial interim reports, Adopted Budgets, Unaudited Actuals and year-end close accounting entries.
- Prepare clear and concise financial and accounting analysis reports. Interpret, apply and explain rules, regulations, policies and procedures.

***Computer Skills:***

- Ability to 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 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 institution with a major course work in accounting, business administration or related field, **OR**
- Three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.
- Chief Business Official Certificate is preferred.

***Experience:***

- Increasingly responsible, technical accounting or auditing experience, preferably including some experience in a California public school district, county office of education, community college, government or equivalent work setting.

***Physical Abilities:***

*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.*

- 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.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***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.

***Other:***

- Revised: Month Day, Year
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission