

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Fiscal Advisor, Reading Lions Business Operations

DEFINITION

Under general direction, reviews and recommends business operations and procedures for the Reading Lions project; monitors and analyzes Reading Lions Center budgets and expenditures; collects and reports financial data for Reading Lions projects; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Coordinator, Financial Services

SUPERVISION OVER

Technical, clerical and support personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Acts as fiscal advisor for Reading Lions business operations projects; reviews, analyzes, recommends, and implements procedural changes in the preparation, maintenance, and control of Reading Lions budgets and expenditures in accordance with policies, procedures and regulations; prepares and reviews project related financial reports; performs regular reviews of project timelines as related to expenditure procedures, fiscal reporting and documentation requirements; coordinates electronic access to fiscal data for Reading Lions staff and informs managers on status of invoices, income received, expenditure balances and budget revisions throughout project timelines; acts as a liaison with project partners to ensure fiscal data is accurate and timely; prepares and manages fiscal reporting schedules to meet deadlines and mandated reports; supervises and prepares accounting entries, reconciliations and balances; selects, trains, supervises, and evaluates technical and clerical staff; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a bachelor's degree from an approved institution preferably with specialization in accounting including increasingly responsible professional experience in public accounting, budgetary analysis, auditing, and business management.

Knowledge of:

Principles and practices of fiscal management including governmental budgeting, accounting and auditing; County, district, State, and Federal rules, regulations, and policies affecting school district financial activities; provisions of the Education Code related to school district finances; the California School Accounting manual; data processing systems related to fiscal management; technical aspects of school business finance.

Skills and Ability to:

Interpret, apply, and explain laws, rules and regulations as they apply to school financial operations; research, prepare and analyze data and make appropriate recommendations; develop and implement new or revised business or financial methods and procedures; develop and apply work timelines to meet project goals; interpret financial and statistical reports, documents, and accounting records; plan, direct, coordinate, and supervise activities of technical staff; prepare and present complex financial information and advice to Reading Lions project staff and others; work independently; establish and maintain cooperative working relationships with those contacted in the course of work assignments; select, train, and supervise personnel; communicate effectively in both oral and written form in both technical and non-technical terms.

Approved by the Personnel Commission 11-19-03