

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Coordinator, District Fiscal Support & Advisory Services**

**DEFINITION**

Under general direction plans, organizes, supervises, and directs the coordination of the School District Fiscal Services activities of the County Office; assures that school districts receive proper advice and guidance to fulfill their financial responsibilities as well as maintaining fiscal solvency and accountability.

**DIRECTLY RESPONSIBLE TO**

Assistant Superintendent, Business Services

**SUPERVISION OVER**

Management, technical, and clerical 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.)

Provides leadership, guidance, and training to external business staff and school district personnel in school business finance, reporting, budget development, payroll, and accounting; plans, organizes, directs, and controls the work flow of the District Fiscal Services unit and supervises a system for the oversight of school district financial and expenditure reporting in accordance with relevant laws, rules, and regulations; directs the review, approval and ongoing monitoring of all school districts' budgets, interims, and financial reports; monitors and analyzes ongoing fiscal activities of all districts to evaluate their financial condition relative to state established standards; develops and implements procedures, guidelines, and training sessions for collecting, analyzing, and monitoring financial data; performs accounting, auditing, and apportionment functions in accordance with prescribed policies, procedures, and regulations; responsible for and provides assistance in projecting school district revenue limits, special education and categorical revenues based on current funding formulas provided by state and federal codes as well as any pending legislation; assists in determining tax rates and levies, provides advice to districts regarding Education Code requirements; prepares financial reports, accounting entries, reconciliations, budgets, and closing entries of district books; supervises the compilation and computation of average daily attendance and other related reports; coordinates training of staff and district personnel on state software and the county offices' integrated financial system; identifies financial data and reporting needs and works with the Information Systems Department as needed; acts as a liaison between the school districts, California Department of Education, Office of the County Superintendent of Schools and the County Auditor/Controller's Office; attends workshops, conferences, meetings, etc., in the areas of school finance and provides the staff with reports and interpretations of such meetings; prepares a variety of reports, correspondence, and memoranda; selects, trains, supervises, and evaluates assigned personnel; assigns work and reviews for accuracy, completeness and compliance with established requirements; and performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Any combination of education and training equivalent to the completion of a bachelor's degree in advanced accounting, finance, public administration, or similar field and increasingly responsible professional experience in accounting, budgetary analysis, auditing, and business management. Successful supervisory experience, preferably in a school or governmental setting.

**Knowledge of:**

Principles and practices of 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; principles of supervision, training, and evaluation; standard software applications; oral and written communication skills; and technical aspects of school business finance.

**Skill and Ability to:**

Interpret, apply, and explain laws, rules and regulations as they apply to school financial operations; assemble and analyze data and make appropriate recommendations; develop and implement new or revised business or financial

methods and procedures; interpret financial and statistical reports, documents, and accounting records; plan, direct, coordinate, and supervise activities of a highly technical staff; prepare and present complex financial information and advice to County Superintendent's staff and others; work independently with little direction; establish and maintain effective working relationships with others; select, train, and supervise personnel; and communicate effectively both orally and in writing.

Revision approved by Personnel Commission 4/12/11

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