

Sacramento County Office of Education Job Description
Classification Title:
Project Specialist II, Technology Services, Fiscal Oversight

DEFINITION

Performs a variety of complex and comprehensive accounting and policy analysis tasks to plan and monitor various fiscal operations for the Technology Services Division (TSD) including grants, contracts and special project budgets; audit and on-going compliance monitoring of grants and various projects; and performs other tasks as required.

DISTINGUISHING CHARACTERISTICS

The Project Specialist II is distinguished from the Project Specialist I by the extensive knowledge and experience required. Further differences include more responsibility and decision-making at a higher level than normally assigned to a Project Specialist I.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Technology Services

SUPERVISION OVER

Professional, technical and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Special Projects

Researches, compiles and analyzes board policies and governance procedures; understands pertinent rules and regulations for current and other special projects in the TSD; assists with review of school district Local Control Accountability Plan (LCAP) and preparation of SCOE LCAP; assists Financial Services with establishing and maintaining online electronic services for selling and generating revenue for SCOE departments and programs.

Fiscal Management and Analysis

Monitors expenditures and income related to multi-million dollar regional and statewide projects to ensure availability of funds; monitors workflow timelines researches and analyzes any budgetary discrepancies; updates TSD management on the status of department and project budgets and recommends corrective action where necessary; provides technical expertise; develops tracking and invoicing formats aligned with CDE auditing procedures; provides expertise and training to staff and administrators as needed; prepares necessary budgets, budget revisions or modifications; prepares invoices to CDE and other contracting agencies; assists in year-end closing procedures; analyze and ensure fiscal compliance with federal, state, and locally funded grants and contracts; recommends and implements procedural changes in the maintenance and control of special-funded program budgets as dictated by changing circumstances in conjunction with the grants management staff; provides fiscal oversight of SCOE-operated charter schools.

Auditing

Examines special projects accounting data for accuracy, appropriateness and documentation; monitors and evaluates record-keeping procedures for accuracy; answers inquiries and provides data for TSD staff as requested; assists Financial Services with preparing mandated documents as required.

Research, Analysis, Evaluation, and Reporting

Plans, analyzes, and manages spreadsheet and database information to collect and organize data; creates, reviews and edits statistical and related information for required internal and external TSD project reporting; plans, monitors, and implements work production timelines to meet reporting deadlines; researches and

analyzes financial data for compliance with local and state-adopted criteria and standards. Develops impact and accountability reports for SCOE and other agencies; performs a variety of technical services involving the development and maintenance of complex databases related to research and evaluation; develops and manages systems for collecting data and records; comprehensively tracks expenditures for improving budgeted-to-expenditure ratios; compiles and analyzes data to assist in the preparation of reports and statistical records; makes specific recommendations based on data analysis; prepares reports documenting all aspects of operations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and/or experience equivalent to a bachelor's degree which demonstrates ability to perform the duties as described, including courses in business procedures and accounting; progressively responsible and recent accounting experience in education or a public agency is preferred.

Knowledge of:

General accounting principles and procedures; budgetary practices and analysis; governmental accounting and auditing; Standardized Account Code Structure (SACS); project management and tracking; laws, policies and regulations related to accounting and reporting; standard software applications related to financial applications, including Excel.

Skills and Ability to:

Research, gather, and analyze financial data to prepare accurate reports; interpret, explain and comply with prescribed laws, rules, regulations, and procedures; monitor, audit, reconcile, and balance grant and contract budgets, financial data and transactions; use independent judgment in the maintenance of a variety of financial and statistical records; establish and maintain cooperative working relationships with business and outside agency representatives.

Approved by Personnel Commission 10/6/15