

JOB DESCRIPTION
San Diego County Office of Education

Small School District Business Specialist

Purpose Statement

The job of Small School District Business Specialist is done for the purpose/s of providing on-site business services and operational support with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

Essential Functions

- Analyzes financial information for small School Districts within the county for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Compiles a wide variety of financial information related to work assignments (e.g. records, reports, proposals and recommendations, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains a wide variety of financial information, files and records (e.g. accounts payable, accounts receivable, contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors account balances and related financial activity (e.g. for small districts, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, in-service training, workshops, management meetings etc. (e.g. preparing written, graphic and verbal presentations, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of written materials and electronic financial information (e.g. contracts, leases and other legal documents associated with assigned small districts, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides orientation and support to assigned small school districts regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Reconciles a wide variety of financial data (e.g. using PeopleSoft, etc.) for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. seven small districts, vendors, County Office personnel, state agencies, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records; analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing;.; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; cost/fund accounting; office application software.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities; accuracy and attention to detail; communicating with diverse groups; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or

crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: October 19, 2016