

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: BUSINESS SERVICES SPECIALIST

**BASIC FUNCTION:**

Under the direction of the Business Manager and the Director of Fiscal Services, assist in the planning, development and management of the fiscal operation; assist in developing and monitoring of budgets; provide leadership and direction to other staff in the division; communicate with state and county and with district administrators.

**DISTINGUISHING CHARACTERISTICS:**

The Business Services Specialist classification maintains responsibility for a complex level of accounting functions and financial analysis; assists in budget development; and, in the absence of the Director, provides leadership and direction to other staff in that division. This class is distinguished from the Accounting Assistant II class, an experienced level classification in the accounting series performing accounting functions of above average difficulty, in which incumbents are required to exercise independent judgment over an established accounting function.

**REPRESENTATIVE DUTIES:**

1. Organize and manage the day-to-day activities of a business department office assuring efficiency of office operations; coordinate communications; relieve the administrator of administrative detail
2. Oversee comprehensive district and program budgets
3. Work with sites and departments in the areas of budgets, internal control and audit compliance
4. Conduct business procedural training for district staff
5. Compile, analyze and interpret revenue and expenditure data and provide forecasts
6. Prepare and present oral and written reports
7. Prepare and review financial data for consistency, accuracy, and compliance with state and federal laws
8. Effectively and efficiently select and use appropriate technology in support of the business function; train staff in use of technology

9. Perform related work as assigned

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Budget, accounting, fiscal, and financial record keeping, practices, and procedures  
Financial analysis and research principles and procedures  
Business and financial software programs and applications  
Applicable sections of State Education Code, as well as other federal, state, county and district laws, policies, rules and regulations  
Effective research tools and resources  
Correct English usage, grammar, spelling, punctuation and vocabulary

##### ABILITY TO:

Plan, organize, and coordinate complex budget and fiscal management programs and procedures  
Communicate effectively on complex budget and fiscal procedures and principles to non-business staff  
Research, read, interpret and apply laws, rules and regulations to the District business operations  
Collect, assimilate, and evaluate data effectively in order to prepare sound recommendations  
Prepare clear and concise financial reports  
Analyze and resolve problems with tact and proficiency  
Instruct, train, and oversee the work of others  
Establish and maintain effective and cooperative working relationships  
Work under pressure of deadlines and with frequent interruptions

#### EDUCATION AND EXPERIENCE

Any combination equivalent to: two years college-level education or training related to professional level accounting, business and fiscal practices with emphasis on budget development; program accounting; fund-based accounting; financial analysis and reporting; and one year experience involving accounting, business or fiscal practices. Public school district experience is desirable.

#### LICENSES:

Valid California driver's license

**WORKING CONDITIONS:** Subject to sitting for extended periods of time working at a computer requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; hear and speak sufficiently to exchange information and make presentations; occasionally kneel, crouch, bend, stoop, stand; reach overhead to maintain files; work in a large open area with interruptions from people entering/exiting the area; lift, carry, pull, push up to 25 lbs.; typical office environment; subject to driving to various district sites.

**SALARY RANGE:** 77

**ADOPTED BY PERSONNEL COMMISSION:** 11/8/00

**ADOPTED BY BOARD OF EDUCATION:** 11/13/00