



### **ADMINISTRATOR, SCHOOL BUSINESS ADVISORY SERVICES**

**Reports to:** Assistant Superintendent, Administrative Services

**Division:** Administrative Services

#### **Our ideal candidate**

You are an excellent and visionary leader with many years of experience in roles of responsibility and independence, preferably in the field of accounting, school finance, or business administration. You take pride in the services you provide school districts and others and inspire your department to strive for excellence. You have a track record of success in fiscal and budget management and are technically oriented, proficient at improving systems, and an innovator. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You work well with a variety of people who are at varying levels. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an excellent communicator, both orally and in writing.

#### **General description**

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

#### **Specific duties and responsibilities**

- Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.
- Provide overall direction and technical expertise, information and assistance to SBCEO management and school districts regarding assigned functions; advise the Superintendent, Assistant Superintendent, and others of unusual trends or areas of concern and advise as needed including recommendation for appropriate correction action.
- Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
- Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.

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- Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Work collaboratively with the Administrator, Information Technology Services, department managers and software vendor to fulfill financial system contract requirements; develop specifications, identify solutions for software bugs; Identify routine departmental, organizational, and districtwide activities for automation, to streamline processes and improve efficiency – then proceed to define requirements, create detail specifications and provide oversight to the development of the associated automated tools and solutions.
- Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.
- Provide liaison between the Santa Barbara County Education Office and County of Santa Barbara.
- Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.
- Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.
- Serve as a consultant in such matters as school finance, special education finance, and other categorical funding.
- Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.
- Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Prepare and monitor the department's annual budget and related documents.
- Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.
- Perform other essential job-related duties as assigned.

#### **Requirements**

**Education:** A bachelor's degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting. Preferred: Master's degree and/or CASBO Chief Business Official Certification or equivalent.

**Experience:** Five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, supervising, including two years of experience at a management level, preferably in a school or governmental setting.

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**Knowledge of:**

- Business and management principles and techniques.
- Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.
- County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.
- The California School Accounting Manual.
- Information Technologies and financial systems are desirable.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment and devices, including computers , mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs, and other related business office software systems.

**Ability to:**

- Interpret, apply, and explain laws, rules, and regulations as they apply to school district financial operations.
- Develop and implement new or revised business, financial or data processing methods and procedures.
- Interpret complex financial and statistical reports, documents, and accounting records.
- Perform professional accounting work.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Train and supervise personnel.
- Work confidentially with discretion and political sensitivity.
- Communicate effectively both orally and in writing.
- Maintain leadership techniques, effective interpersonal relationships and good public relations.
- Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.
- Function under pressure.
- Motivate teamwork.
- Use sound independent judgment and diplomatic techniques.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.



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**Licenses and certificates**

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

**Working conditions**

Typical office environment; subject to driving to a variety of locations to conduct work.

**Management salary range 31**

<i>Approved by the Personnel Commission:</i>	January 26, 1994
<i>Revised:</i>	October 29, 1999
<i>Revised:</i>	October 13, 2022