

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Program Business Specialist**

**Purpose Statement**

The job of Senior Program Business Specialist is done for the purpose/s of providing direct program business services and operational support to an assigned program/s, department or division; evaluating needs and preparing comprehensive analytical reports; may supervise other employees in a variety of support activities; and ensuring compliance with established policies, regulations and legal requirements.

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**Essential Functions**

- Administers and manages Medi-Cal administrative activities for statewide Random Moment Time Study (RMTS) methods for the purpose of supporting medicaid reimbursement process for covered services delivered by LEAs.
- Compiles a wide variety of financial information related to program/s (e.g. audits, long term debt, salary budgeting, invoices, purchase orders/bids, etc.) for the purpose of providing required documentation for developing annual budgets for presentation to the Board for adoption and/or for grant applications.
- Maintains a variety of fiscal information, files and records (e.g. contracts, leases, legal documents, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors revenue and approved program expenditures of assigned program/s and related financial activity 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 with other members of the management team for the assigned program/s for the purpose of providing in overall program planning and coordination through regular coaching sessions.
- Prepares a wide variety of written materials and electronic financial information (e.g. financial/operating reports, budget for assigned program/s, grants, proposals, contracts, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements to county of education staff.
- Processes a wide variety of program related financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides fiscal, functional and support to assigned program/s for the purpose of assisting Internal Business Services and District Financial Services in ensuring efficient processing in compliance within state, federal and/or district policy and established regulatory guidelines.
- Researches and analyzes complex financial and statistical data pertinent to the assigned program/s for the purpose of ensuring accuracy of data and adhering to fiscal procedures.
- Responds to inquiries from a wide variety of sources (e.g. County Office personnel, vendors, State agencies, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.
- Reviews financial information related to assigned program/s for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

- Supervises employees in technical support activities as assigned (e.g. accounting, computer input/contracting, operational activities of assigned program/s, etc.) for the purpose of providing ongoing training and support to staff regarding fiscal, Human Resources, payroll and Employee Self-Service Systems and ensuring their department and individual performance objectives are met.
- Supports as needed for the purpose of assisting in the implementation of special projects.

### **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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment including utilizing pertinent software applications; preparing budgets and financial plans; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: advanced budgetary, accounting and fiscal management principles, procedures and systems; methods and practices of statistical analyses and financial record keeping; principles of supervision and office management; applicable federal and state laws, and other related mandates.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using 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 diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of 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 limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units may be 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Four (4) years of professional-level experience in accounting with broad exposure to budgeting.

Education Bachelor's degree in accounting, finance, business, public administration, or closely related field.

Equivalency A combination of education and experience equivalent to a bachelor's degree accounting, finance, business, public administration or closely related field, and four (4) years of professional-level experience in accounting with board exposure to budgeting. Experience in school district or public agency accounting or finance is highly desirable.

Required Testing

Pre-Employment Proficiency Test

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical exam including drug screening

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 040

Revised: 3/2017, 6/2024

**Personnel Commission Approved: October 19, 2016**