

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: BUSINESS SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of 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 including reconciliation of accounts.
3. Work with sites and departments in the areas of budgets, internal control and audit compliance. Work with independent auditors.
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. Count monies; prepare records of payments; prepare bank deposits; forward monies according to approved procedures. Print monthly payment reports.
9. Facilitate communication with district banking institutions. Maintain accurate signatures and authorizations for the school district.
10. Perform other job-related duties 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
- Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools
- 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:

- 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
- One year experience involving accounting, business or fiscal practices. Public school district experience is desirable.

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. with proper technique; typical office environment; subject to driving to various district sites.

SALARY RANGE: 77

ADOPTED BY PERSONNEL COMMISSION:

February 5, 2025

ADOPTED BY BOARD OF EDUCATION:

March 11, 2025