CLASS TITLE: Special Education/ SELPA Business Analyst

SUMMARY DEFINITION: Under the direction of Chief, Pupil Services & Special Education, coordinate and perform complex, advanced-level accounting and budgeting duties requiring independent judgment and analysis related to Special Education and SELPA financial records and reports. Prepare various related reports as required for Fiscal Services and Special Education/ SELPA. Serve as a fiscal specialist for Special Education/SELPA and provide work direction to others.

ESSENTIAL FUNCTIONS:

E = Essential Functions

- Coordinate and perform complex, advanced-level accounting and budget duties requiring independent judgment and analysis; maintain various financial records, ensure all related accounting entries and transfers are completed, and accounting records reconcile to respective reports. (**E**)
- Prepare and process quarterly and annual reports with the State of California for Special Education and SELPA responsibilities including but not limited to Maintenance of Effort, Personnel Data Reports, Comprehensive Coordinated Early Intervening Services, Infant Allocation Report, Excess Costs Reports and Extraordinary Cost Pool Claims. (**E**)
- Maintain and record position control movement for special education staffing across site and district levels for classified and certificated staff and analyze for potential errors. (**E**)
- Create and track Special Education/SELPA Master Contracts, Independent Service Contracts, and invoices for various nonpublic schools, nonpublic agencies and independent service contractors, including various grant programs. (E)
- Create, track, and prepare billing for SELPA MOUs with other districts, including calculation of annual cost.
- Assure compliance with various local, state and/or federal reporting requirements, guidelines, rules and regulations as well as district procedures and policies.
- Analyze advanced-level processes and procedures, and implement appropriate accounting systems.
- Track the expenditure of all funds pertaining to Special Education/SELPA, including various grant programs; prepare and present data on a monthly basis. (**E**)

- Monitor funds by program or project, including invoices, employee timesheets, claims, and inventory; identify and rectify discrepancies; prepare and complete journal and expenditure transfers as needed.
- Assist in year-end closing of district accounts and budget preparation for Special Education/SELPA.
- Promote teamwork by sharing knowledge, cooperating with others, participating in various meetings, and supporting the Vision, Mission and Goals of the Special Education Department.
- Communicate with departments and agencies to assure compliance, resolve issues, or address concerns.
- Act as a liaison between Fiscal Services and Special Education.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school, two years of college level work in bookkeeping, accounting or a related field, six years technical, clerical experience with an emphasis on the maintenance of fiscal records.

Knowledge of:

- Bookkeeping and accounting principles and practices
- Preparation of financial reports and schedules
- Local, state and federal reporting and accounting guidelines, rules and regulations
- Operation of a computer and related software, including SEIS, PADC and Aeries
- Modern office practices, procedures and equipment
- Correct oral and written usage of English, grammar, spelling, punctuation, and composition
- Microsoft Excel and Google Sheets

Skill in:

- All phases of financial record keeping
- Preparing financial reports according to established guidelines
- Analyzing and interpreting complex financial data
- Meeting schedules and timelines
- Communicating effectively both orally and in writing

Ability to:

- Read, interpret, apply and explain rules, policies, procedures and regulations

- Coordinate and perform complex, advanced-level accounting and budget duties
- Analyze and interpret complex fiscal records and documents
- Operate a ten-key calculator and computer
- Research, analyze, compile and verify data, and prepare accurate and complete financial reports
- Establish and maintain cooperative working relationships
- Compose correspondence and written material independently

License and Certificates:

- A valid California driver's license

CST Salary Range 596
Work Year: 260 Days
Board Approved:
12/18/2024