



SENIOR DISTRICT BUSINESS ADVISOR

DEFINITION

Under general direction, organizes, implements, and leads the daily operations and activities involved in the processing of transactions, and review, analysis, maintenance and adjustment of assigned funds and accounts in designated areas; coordinates, oversees, and participates in the preparation, monitoring, maintenance, approval and/or auditing of a variety of assigned budgets, financial and statistical records, transactions, statements and reports in accordance with AB 1200; provides technical expertise, guidance, and serves as a liaison to staff, school districts, and other related external agencies on fiscal matters; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, District Business Services. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced level classification responsible for performing the most complex work in the analysis and review of assigned funds and accounts. Incumbents regularly work on tasks which are varied and complex requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to prepare, review, reconcile, and analyze financial and budget reports. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Organizes, implements, and leads the daily operations and activities involved in the processing of transactions, and review, analysis, maintenance and adjustment of assigned funds and accounts in designated areas such as payroll, accounts payable, accounts receivable and fiscal records management; ensures related functions and activities are in compliance with applicable federal, state, and local laws, rules, regulations, standards and County Office policies and procedures relevant to assigned area.
- Coordinates, oversees, and participates in the preparation, monitoring, maintenance, approval and/or auditing of a variety of assigned budgets, financial and statistical records, transactions, statements and reports; review and analyze financial statements, records and reports; modifies records, reports and statements as necessary; disburses funds upon receipt.
- Provides technical expertise, guidance, and serves as a liaison to staff, school districts, and other related external agencies on fiscal matters which may include budget and accounting issues, AB 1200 audits, financial reports, and budget changes and transfers; responds to inquiries and provides appropriate information; collaborates with appropriate parties on related presentations.
- Provides direction, training, and guidance to assigned staff; organizes, reviews, and approves work; assists in planning the work and evaluating the performance of assigned employees.

- Organizes, directs and participates in the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate and reconcile designated accounts and funds; ensures accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting; prepare and review journal transfers.
- Oversees and participates in the input of a variety of financial and statistical data into an assigned computer system; establishes and maintains automated records and files; generates a variety of computerized reports; ensures accuracy of input and output data.
- Prepares and maintain a variety of narrative, financial and statistical records, reports and files related to accounts, funds, reconciliations and other assigned duties; ensure mandated reports are submitted to appropriate parties according to established timelines.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field; and
- Four (4) years of increasingly responsible experience in accounting, payroll, and/or budget analysis functions.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Organization of operations and activities involved in the review, analysis, maintenance and adjustment of designated funds and accounts.
- Accounting and fiscal systems, policies, procedures and practices.
- Generally accepted accounting and auditing principles, practices and procedures.
- Principles of budget preparation, analysis, and monitoring.
- Methods and techniques of auditing, verifying, balancing, and reconciling accounting records.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, and Office policies and procedures relevant to assigned area of responsibility.
- Perform a variety of professional accounting and financial and budget analysis involved in reviewing, analyzing, auditing, reconciling, and maintaining assigned budgets.
- Lead and provide technical advice in the development and implementation of budgets.
- Prepare and analyze comprehensive financial statements and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.