

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2008
SALARY SCHEDULE: #93
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

FISCAL CONSULTANT

DEFINITION

Under direction of the Assistant Superintendent of Administration and Finance or designee, the Fiscal Consultant will provide services, and advise and assist districts and school boards on administrative and financial matters. The Fiscal Consultant will work at the local, state and national level to promote improved practices in school administration.

EXAMPLES OF DUTIES

Advise and assist district administrators and school boards on administrative and financial matters;

provide assistance with board policies and procedures;

provide direct services to elementary districts under 901 ADA, high school districts under 301 ADA, and unified districts under 1501 ADA;

review, correct as necessary, prepare as necessary, and give approval to reports, agreements, contracts, etc.;

review district budgets and financial reports; prepare district budgets and financial reports as necessary, approve/disapprove budgets and interim reports on behalf of the County Superintendent;

advise districts as to sound financial, personnel, management, and community relations practices;

serve as liaison to various state professional organizations dealing with school finance, governance, budgeting, accounting and related policies and procedures;

assist districts with accessing department services of the County Office of Education, CDE, and other state/local/federal agencies;

work with professional and community committees, organizations, institutions and other agencies at the local, state and national level to promote improved practices in school administration;

perform other duties as necessary and as assigned.

QUALIFICATIONS

Knowledge of:

Must possess knowledge of and willingness to stay abreast of trends, innovations and practices in school administration and finance;

issues affecting public school financing and school business management in California;

attendance accounting and Revenue Limit requirements;

organizational and management principles as they apply to public school business operations;

management techniques and methods;

district policies and administrative procedures.

Ability to:

Have the proven ability to express himself or herself effectively in public, in conference and in written materials;

have demonstrated ability to work harmoniously with the staff, administrators and school boards both as a leader and group member;

perform duties and responsibilities with a high degree of professional integrity;

interpret and implement office policy, objectives and directives.

Experience:

Three (3) years of successful governmental accounting, school finance, or related experience with two (2) years of appropriate management experience.

Must have a sound knowledge of California school law and finance.

Assistant Superintendent, Business Manger, CBO, CFO or Director of Fiscal Services experience, or equivalent, preferred.

Education:

BA degree in business, accounting, or related field required.

Master's degree, CPA, or CBO certification in a program approved by the State of California preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

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