

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DISTRICT FISCAL ADVISOR/FISCAL EXPERT

Salary Schedule #11

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assistant Superintendent of Finance, Administration and Accountability

ESSENTIAL FUNCTIONS:

1. Responsible for carrying out the fiscal advisory/expert duties pursuant to Education Code 42127 in districts with a qualified or negative interim certification or disapproved budget on behalf of the county superintendent.
2. Participate in AB1200 reviews and fiscal interventions as an appointed district fiscal advisor.
3. Develop and implement comprehensive assessments directed towards building internal fiscal and operational capacities in educational agencies.
4. On-site management of budget review teams.
5. Coordinate the development and analysis of cash flow models, enrollment and average daily attendance (ADA) projections, organizational chart models, training and procedural guidelines.
6. Evaluate and score LEA's using FCMAT's Fiscal Health Risk Analysis tool.
7. Review district fiscal condition and prepare a fiscal plan and budget that will allow the district to meet its financial obligations, both in the current year and with regard to the district's multiyear financial commitments.
8. Execute the county superintendent's authority pursuant to Education Code 42127.3 (b) (2) to cancel purchase orders, prohibit the issuance of nonsalary warrants, and otherwise stay or rescind any action that is inconsistent with the budget adopted under Education Code 42127.3 (b) (1).
9. Monitor and review the operation of the school district.
10. Determine the need for additional staff and employ subject to approval by the SPI, short term analytical assistance or expertise to validate financial information if the district staff does not have the expertise for staff Education Code 42127.3 (b) (4).
11. Require (and monitor) the school district encumbrance of all contracts and other obligations, prepare appropriate cash-flow analyses and monthly or quarterly budget revisions, and to appropriately record all receivables and payables, Education Code 42127.3 (b) (5).
12. Determine whether there are any financial problem areas and employ, subject to approval by the SPI, a certified public accounting firm to investigate financial problem areas Education Code 42127.3 (b) (6).

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Expertise in fiscal and educational aspects of LEA management.
2. Knowledge of California public school finance; generally accepted accounting principles and practices; public accounting; K-12 Public Education format, processes and procedures; charter school procedures; California Education Code, and Governmental Code sections related to education.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. 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.

B. Professional Qualifications:

1. Manage and administer large and complex projects.
2. Work independently and supervise diverse team members.
3. Successfully interface with Governing Board, Superintendent, LEA staff, technical consultants, and multifaceted agencies.
4. Perform effectively in group facilitation with technical skills consistent with the goals and objectives of Kern County Superintendent of Schools.
5. 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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Administrative Credential required.
2. Bachelor's degree required.
3. Master's degree preferred.

B. Experience:

1. Proven and progressive management and administrative experience with documented success in the development and implementation of improvement plans and special projects.
2. Five years' experience as Superintendent at a school district or county office of education.
3. Experience with the county office AB1200 review process and statutory requirements for intervention in school districts in fiscal crisis.