

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2017
SALARY SCHEDULE: #36
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DISTRICT FISCAL ANALYST

DEFINITION

Under the direction of the designated KCSOS Superintendent level administrator or designee provide school business and operations service and support for assigned local school districts and local educational agencies (LEAs);

oversee AB1200 requirements, as needed;

conduct on-site school district/LEA visitation;

organize and manage district/LEA operational, fiscal, and business operations analysis;

perform a wide range of highly technical functions;

provide fiscal oversight and financial operational support to assigned charter schools;

provide training of district/LEA personnel.

EXAMPLES OF DUTIES

Support cooperation and collaboration between KCSOS and the local school districts/LEAs;

supervise support personnel in the administration and finance division;

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.

On behalf of the school district/LEA:

- conduct on-site visitation to school districts to advise and assist administrators and school boards on administrative, financial, and business operations;
- analyze, review, and prepare district budgets, interim reports, and various financial reports;
- develop and implement goals to support those of the school district/LEA;
- communicate financial operations and budget information to appropriate local school district/LEA board, administrators, and staff;
- provide leadership to school district/LEA staff;
- maintain ongoing, effective communication with local, state and federal agencies;
- monitor the accuracy of department work product within the school district/LEA;
- recommend facility and equipment modifications necessary for financial operations;
- develop and prepare annual budget information for projections and budget development;

- establish and monitor financial operations and budget procedures;
- as appropriate serve as liaison to various state agencies dealing with school finance, governance, budgeting, accounting, and related policies and procedures;

perform management and financial assistance to KCSOS departments and staff as assigned.

QUALIFICATIONS

Knowledge of:

Leadership and supervisorial techniques;

analytical skills, managerial skills, and advanced accounting principles and practices including governmental accounting;

audit procedures and data processing applications;

school district financial and management operations;

fund accounting and Standardized Account Code structures;

financial system and data processing applications including QSS/QCC;

charter school procedures;

issues affecting California public school financing, budgeting, payroll, employment, and financial operations;

California Education Code and Government Code sections related to education.

Ability to:

Provide leadership and direction;

establish policy and procedures;

supervise, plan, organize, and team direct employees.

Experience:

Five (5) years of professional accounting experience, preferably with a governmental agency.

Three (3) years of experience as a district director of fiscal services or other similar qualifying experience.

Experience as a District Chief Business Official (CBO) and/or Assistant Superintendent for financial and business operations preferred.

Education:

Bachelor's degree with concentration in Business Administration or related field;

Chief Business Official Certification preferred;

Master's degree 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

6/14/17

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