

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DISTRICT ADVISOR**

### **RANGE: 34**

### **BASIC FUNCTION:**

Under the direction of the Manager, District Business Services, perform a variety of specialized and technical duties involved in the development, maintenance and support of District finance and accounting activities; provide consultation and technical assistance to District personnel, accountants and others as required.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized and technical duties involved in the development, maintenance and support of District finance and accounting activities; review and analyze District budgets and general ledgers; audit revenues and expenditures; evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed; assure compliance with established State standards.

Provide consultation and technical assistance to District personnel, accountants and others as required in areas related to accounting, budgeting, school finance, pupil attendance, and food services; develop and conduct training workshops to inform District personnel of proper financial and accounting activities, procedures and related matters.

Collect information and prepare Federal and State financing reports; prepare and maintain required State reports including categorical funding, program cost accounting, transportation, budget, and other financial reports.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; consult with County Office and school district personnel regarding the financial status of special funds and accounts.

Review various district reports including interim, unaudited actual report, and independent audit reports for non-compliance items; prepare feedback and assist in resolving related issues; record adjustments in appropriate district book.

Participate in the development and implementation of new accounting and budgeting systems, procedures, and computer software.

Input and update information into assigned software systems; prepare worksheets and generate reports; provide technical support on various software systems as assigned; update validation table as required; input codes for the districts and open general ledgers; train staff on proper use of software.

Reconcile cash, investments, and advanced taxes with auditors books; research and correct discrepancies.

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Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to District sites to conduct work.

**OTHER DUTIES:**

Assist the manager with year-end processes and preparation of annual reports for districts as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, practices, and procedures concerning District accounting and financial record management and reporting systems.

Cost and general accounting, fiscal planning, and audit procedures.

Accounting, budget planning and fiscal record management, storage and retrieval systems.

Operation of a computer and assigned software.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

**ABILITY TO:**

Perform a variety of activities involved in the development, maintenance and support of District finance and accounting activities.

Provide consultation and technical assistance to District personnel, accountants and others as required.

Plan, organize and conduct in-services and training seminars.

Evaluate fiscal criteria and standards used in budget analysis and make recommendations as needed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in finance, accounting or related field and three years of increasingly responsible professional accounting, auditing or financial analysis experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and calculator.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.