



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION BUSINESS SERVICES SPECIALIST

### DEFINITION:

Under general supervision of the Assistant Superintendent of Business Service, this position will provide, in coordination with the Director of External Business Services, fiscal oversight and technology assistance for Tehama County school districts and associated charters. This includes matters relating to the management and utilization of fiscal resources in a cost-effective, efficient, and equitable manner; provide support with the development, documentation, testing, training, and implementation of new and existing computerized and student information systems.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Develop, analyze, monitor and communicated complex initial budget, interim reports, year to date and annual data, and financial forecasts in collaboration with district/charter administrative staff.
- Develop, analyze, monitor and communicate complex annual budget, interim reports, year to date and annual data, and financial forecasts in collaboration with district/charter management staff.
- Grant budgeting, monitoring, reporting and compliance.
- Pupil data aggregation, analysis and projections for enrollment, averages, historic data and trend analysis.
- Assure compliance with federal and state laws, policies, procedures and regulations; assure required timelines are followed.
- Prepare a wide variety of comprehensive financial, statistical and analytical reports, proposals and recommendations, conduct special studies and projects as requested.
- Attend and participate in a variety of meetings, prepare written verbal, electronic and graphic presentations as requested.
- Test new systems, features and enhancements; develop and utilize test data in the operating system and evaluate and report on results; assist and provide support to system users, answer user questions, explain system operation and requirements, and serve as a liaison between system users and technology staff with regard to system applications, changes, hardware, communications and other system operations issues.
- Analyze system user concerns, requirements, and requests for system features and uses; identify and make recommendations regarding applications, modifications, and enhancements to existing systems to accommodate user needs.
- Analyze hardware and software issues affecting system users, troubleshoot and prioritize these issues. Work closely with vendor and technology staff to correct hardware and software issues affecting the various computerized business systems.
- Develop and provide system support and services to system users with regard to financial, budget, personnel, payroll, stores, purchasing, and fixed assets systems.
- Develop and prepare training materials and provide support for system user training workshops; present new systems, features, and enhancements; provide one-on-one training as needed.
- Perform required audit of all non-payroll cash disbursements processed through the accounts payables process.
- Review and certify all aspects of attendance reporting.



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Official:   
Effective: 07/11/18

- Formulate, develop, test, evaluate, maintain and improve standards, systems, processes, procedures, spreadsheets, electronic data maintenance and transfers and checklists designed to improve efficiency, accuracy, error detection/correction, reliability, reporting, presentation, financial and operational support.
- Maintain knowledge of operational issues, budgetary issues and constraints, pertinent financial and other legislation; evaluate and make recommendations; research and analyze new and revised sections of the Education Code or other laws affecting school finances to determine the financial impact and report findings and develop training for appropriate staff.
- Perform related duties as assigned.
- Drive occasionally for department business (optional).

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Any combination of education and experience that demonstrates competency in the essential functions as described, specifically:
  - Five years' experience: working with computerized financial systems, developing and monitoring budgets, processing payroll, completing financial reports (accounting, payroll, financial, business).
  - Bachelor's Degree in Business, Accounting or related field is highly desired.
  - Verified transferable experience can be substituted on a year for year bases up to two (2) years with an AA degree (or higher) in Accounting or related area of study.

KNOWLEDGE OF:

- Principles of accounting, budgeting, payroll, retirement systems, personnel, and purchasing, preferably in an education setting.
- Operation of client-server and computer settings.
- Database concepts, including file specifications and layouts.
- Application of business systems to user needs in varying public education settings.
- Applicable sections of Education Code and other applicable state, federal and local laws, rules, regulations and policies.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally and in writing with staff, administration, district personnel, and/or community stakeholders.
- Deal appropriately with a wide variety of personalities and situation requiring poise, friendliness, and diplomacy.
- Serve as the technical resource concerning computerized business system.
- Read, analyze, interpret and explain complex and technical reports, manuals and related system materials.
- Design and write technical system documentation.
- Train and present system information to end-users individually and in groups.
- Provide direction to others while maintaining excellent customer relations.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction and maintain current knowledge in essential functions of the position assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and deadlines set forth within established parameters.
- Enter data accurately at an acceptable rate of speed.
- Speak, read and write appropriate English.



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**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: August 7, 2017

Revised: July 11, 2018

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: July 11, 2018