

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: CONFIDENTIAL**  
**CLASSIFICATION: ADMINISTRATIVE SERVICES**  
**JOB TITLE: FISCAL SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent of Administrative Services or designee, create and maintain an internal fiscal management system for assigned departments/programs; assure fiscal compliance including reporting and accountability on State and Federal funds; and provide fiscal projections to enable full utilization of department resources

### **REPRESENTATIVE DUTIES:**

Maintain an internal fiscal management system for assigned departments/programs and create new procedures as required. **E**

Perform complex and technical accounting work within an assigned accounting area; exercise judgment and initiative to perform independent financial duties related to assigned ledgers, accounts and programs. **E**

Maintain current knowledge of funding terms and conditions and performance standards of all assigned department's/program's grant contracts. **E**

Develop and maintain financial and control spreadsheets to calculate and report numeric and financial data related to assigned accounts, programs, and budgets; assist others with the use of software applications; prepare and maintain a variety of CCOE, State and federal periodic fiscal reports. **E**

Maintain current knowledge of staffing status and personnel requirements as related to budget items. **E**

Monitor program budgets, earnings and expenditures; interpret financial conditions for future use by program staff. **E**

Reconcile CCOE income data to grant awards from State and Federal agencies; research and correct discrepancies with funding source. **E**

Monitor ratio of program service expenditures to administrative expenditures. **E**

Analyze and audit numeric and financial data and documents to assure accuracy, completeness and compliance with CCOE policies and procedures and applicable governmental regulations including attendance reports, transportation reports, and others as assigned. **E**

Prepare journal entries to correct coding and posting errors. **E**

Prepare fiscal documents for the CCOE budget adoption and budget revision processes; prepare department accounts for year end closing and audit. **E**

Provide the County Office of Education business office with year-end program performance analysis for accounts receivable and accounts payable. **E**

Operate a computer and related software, calculator, copier and facsimile. **E**

Review purchase requisitions and accounts payable transactions for accuracy and conformance with approved budget limitations and compliance with State Education Code, regulations, requirements, policies, and procedures; verify that expenditures follow program and CCOE guidelines for payment. **E**

Communicate with State and Federal agencies, CCOE management and other personnel to exchange information and resolve fiscal issues or concerns. **E**

Participate on the department leadership team for program and fiscal alignment. **E**

Attend various workshops, training sessions and conferences. **E**

Remain current on changes in funding and reporting requirements; maintain accurate projections of enrollment and expenditure data. **E**

Develop budgets for new grant proposals, as determined by program guidelines. **E**

Draw cash for Head Start from the U.S. Treasury. **E**

Prepare fiscal information for State and Federal quality and compliance reviews. **E**

Train program staff in fiscal compliance; respond to staff questions as needed. **E**

Train and supervise department staff with accounting/fiscal duties. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting practices, procedures and terminology  
Appropriate calculations for completing State and Federal fiscal reports  
Preparation, review and control of assigned accounts  
Laws, rules and regulations related to assigned activities  
Standardized Account Code Structure (SACS) fiscal management system and requirements  
Oral and written communication skills  
Appropriate supervision techniques  
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Maintain an internal fiscal management system for assigned departments/programs  
Assure fiscal compliance including reporting and accountability on State and Federal funds of assigned departments/programs and services  
Train staff in fiscal operations and compliance  
Maintain accurate financial and statistical records  
Prepare financial statements and other technical financial reporting documents in accordance with organization policy and generally accepted accounting principles  
Compare numbers and detect errors efficiently  
Communicate effectively both orally and in writing

- Establish and maintain cooperative and effective working relationships with others
- Operate a computer to complete reports and maintain data
- Operate a variety of office equipment to perform assigned duties
- Meet schedules and time lines
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Make arithmetic calculations quickly and accurately
- Lift and carry objects weighing up to 25 pounds
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in accounting, business, fiscal management, or a related field and two years of increasingly responsible public school accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office  
Constant interruptions

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Hearing and speaking to exchange information  
Seeing to type, review, read, analyze and distribute financial or statistical records  
Standing and sitting for extended periods of time  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Bending at waist, kneeling and squatting  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Drive a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases

**Employee Group:** Classified – Confidential

**FLSA Status:** Non-exempt

**Salary Schedule:** 615

**Approval Date:** July 2022