

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Lead Business Office Specialist	CLASSIFICATION: Classified Non-Management (SEIU)
REPORTS TO: Assigned Supervisor	CLASS: Fiscal
WORK YEAR: 12 Months	FLSA: Non-Exempt
BOARD APPROVAL: 6/17/2021	RANGE: 340
BOARD REVISION:	SALARY SCHEDULE: SEIU Salary Schedule

PRIMARY FUNCTION: Under the direction of the Chief Business Official or Superintendent designee, to perform expert financial duties related to the preparation, monitoring, and reconciliation of the District’s budget, and budgetary and accounting functions including financial and statistical research and analysis requiring independent judgment. Provide technical support, training and assistance with various functions and duties within the Business Office Department as needed.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an efficiently run and fiscally responsible organization whose budget adequately supports the District’s mission, vision, and goals to improve student learning.

SUPERVISION OVER: Not applicable.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

DUTIES AND RESPONSIBILITIES:

- Provide technical assistance to District personnel; assist in the budget development process; provide district-wide training on budgetary monitoring and district financial programs.
- Perform complex, detailed, and accurate computer functions using the District’s personnel finance system; operate and understand system functions related to assigned duties.
- Assist in ensuring compliance with various local, state, and/or federal reporting requirements, guidelines, rules, and regulations; respond to inquiries, and provide detailed attendance accounting and budgeting data, procedures, and policies.
- Generate and maintain spreadsheets, grant awards, contracts, and other statistical records.
- Analyze complex accounting processes and procedures; determine if documents require approval; review documents and reports for accuracy and completeness, and process approvals.
- Assist in research, set up, monitor, maintain, and compile attendance and financial reports for federal, state, and local reports; review for compliance; respond to inquiries, and provide detailed accounting, budget data, and procedures.
- Coordinate and review activities related to revenues and expenditures; review expenditure history reports for financial compliance; collect, research, and analyze financial data, and complete various district financial reports;

assist in year-end closing of district accounting records; analyze, calculate, and set up carryover funds for the following fiscal year.

- Assist in developing procedures for financial software.
- Processes accounts receivable as assigned; receives, logs, and stamps incoming checks; verifies accuracy of deposits and incoming checks.
- Prepares invoices, summaries, and submittals for reimbursement by external agencies on behalf of the District and reviews accounts receivable files and makes contacts regarding collection.
- Assist in monitor funds to ensure compliance to all relevant regulations; design complex analyses of funds, and rectify discrepancies, respond to questions, and provide detailed instructions; identify budgetary and accounting problems, and submit alternatives to resolve them.
- Review position control and assist with payroll; estimate employee salary and benefit cost; review requisitions, time sheets, and various district forms.
- Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; utilize computer database programs and other programs to produce reports and analyze data.
- Perform in a team or project leader capacity on special project assigned by the Chief Business Official.
- Perform difficult and complex technical duties related to the financial system.
- Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, emails, letters, and other communications.
- Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participate in meetings and work groups, and supporting the goals and objectives of the district and the department.
- Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- Any combination equivalent to: associate's degree, and two years of experience in budget development, financial or accounting, preferably a California School District or County Office of Education required.

LICENSES AND REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF:

- Financial statement preparation and analysis. Financial and statistical research and analysis.
- General accounting and budget principles and procedures, including student attendance, California school district budgeting, and accounting.
- Problem solving skills.
- Current business office practices and procedures.
- Detailed familiarity with computer-based applications for student attendance software, word processing, and spreadsheet analysis.
- Report writing methods and techniques.
- Operation of a computer, related software, 10-key, and standard office equipment. Oral and written communication skills.

- Correct English usage, grammar, spelling, punctuation, and vocabulary. Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Independently review state and federal laws and regulations, and determine their application to the funds of the district.
- Perform responsible analysis without supervision, including auditing and attendance.
- Multi-task and work under pressure to meet priorities and deadlines subject to frequent change. Maintain records, and prepare reports.
- Work independently on complex assignments, and work confidentially with discretion. Perform difficult computational tasks with speed and accuracy.
- Complete work with many interruptions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate a computer, related software, and standard office equipment. Understand and carry out difficult oral and written instructions.
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with program managers, site personnel, and others.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

SAMPLE PHYSICAL DEMANDS:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift objects or supplies weighing up to 20 pounds.

SAMPLE ENVIRONMENT:

Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*