



March 2012

Special Education Local Plan Area (SELPA) **Financial Operations Analyst**

Definition

Under the direct supervision of the SELPA Director, the SELPA Financial Operations Analyst conducts current and long-range budget planning; oversees the administration and implementation of the SELPA budget; compiles, prepares, and submits completed financial reports of the SELPA to federal, state, and county agencies; coordinates and supervises the collection of data from member districts; confers with federal, state, county, and district representatives in the compilation and maintenance of financial reports; provides technical assistance to District personnel regarding accounting and budgeting policies, procedures, and requirements; compiles, prepares, and presents periodic financial information and reports to SELPA member senior administrative staff, program administrators, and other related personnel; prepares and performs related duties and responsibilities as required.

Examples of Duties

Conducts short and long-range analyses and projections of SELPA income and expenditures to facilitate administrative planning; analyzes trends, developments, and changes likely to affect operations; obtains fiscal information from the Administrative Unit business division; reconciles and prepares various state and federal allocation distribution calculations and schedules for districts, updating and reconciling advance payments; reconciles and prepares regular expenditures and revenue schedules for SELPA grants and trust accounts; prepares and maintains a variety of financial, narrative, and statistical reports, records, and files related to the SELPA operation; organizes, coordinates, and reviews assigned accounts payable programs in order to ensure compliance with federal and state laws, regulations, codes, and SELPA policies; processes SELPA grant award letters and manages process and reporting; works with SELPA Director to prepare the annual budget for the SELPA trust fund and IDEA grants as appropriate; monitors budgets for regionalized programs within the SELPA, as appropriate; prepares and coordinates SELPA Business Administrators and subcommittee meetings; prepares and submits required state and federal fiscal reports; assists districts in submission of various special education fiscal reports; combines reports for submission to CDE (Maintenance of Effort - SEMA and SEMB, Table 8, Mental Health, etc.); provides fiscal training and support to LEA's; prepares revenue projections for current and subsequent year reports; collects and monitors programs, transportation, and facilities cost data from provider districts; prepares inter-SELPA and intra-SELPA quarter billing worksheets and invoices; prepares and settles payments among districts upon request and works as liaison between member districts and inter-SELPA districts; reviews and reconciles FTE's of SELPA staff and provides this information for allocation of property taxes and unreimbursed cost billings; reviews Los Angeles County of Education (LACOE) quarterly reports for unreimbursed cost billings to districts; works with districts for certification of final reports; reviews district/SELPA site agreements; develops and processes contracts for the SELPA; provides monthly personnel Activity Reports and funding calculations for IDEA programs; assists member districts in developing budget requests; compiles and analyzes this information and prepares the composite SELPA budget with analysis of income

and expenditures for administrative and policy review; assists in budget conferences and prepares final budget in proper form; coordinates and synchronizes with the LACOE the updating of all budgetary and financial transactions in a timely manner; efficient user of computer technology and application software to develop, create, and manipulate databases, spreadsheets, word processing documents, and graphics for reports and presentations; compiles, organizes, and prepares federal, state, and county financial reports and interprets these reports for the staff of the member districts; keeps current on state law affecting financial and reporting activities; analyzes operations and plans; selects, trains, directs, and evaluates staff; ensures the propriety and legality of all financial transactions and disbursements; and assumes other related duties as required.

Desirable Qualifications

Knowledge of:

- Principles and practices of budgeting and accounting in California school districts;
- Principles of office management, systems analysis, and cost accounting;
- Legal, procedural, and reporting requirements in school district finance;
- Principles of supervision and training;
- Efficient use of computer applications, including Microsoft Office Suite, in the financial report of budgetary and accounting transactions.

Ability to:

- Plan, organize, and supervise the fiscal activities of the SELPA;
- Coordinate work with other districts and/or departments;
- Prepare, review, and evaluate complex financial data;
- Provide technical assistance to District personnel regarding accounting and budgeting policies;
- Participate in formulating and in carrying out policy decisions;
- Read and interpret technical, legal, and professional literature;
- Meet all required schedules and timelines;
- Communicate effectively, orally, and in writing, with administrative, instructional, and operating personnel;
- Establish and foster effective working relationships with others;
- Supervise and train support staff.

Training and Experience:

Three years of responsible professional accounting experience, preferably with an educational institution and including at least two years in a supervisory or administrative capacity.

Education:

Graduation from an accredited four-year college or university with a degree in Business Administration, Management, Finance, Accounting or closely related field is highly desirable.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 218X
- 12 months