



Monitor public relations and student issues related to assigned duties; identify the root cause of delayed enrollment and/or financial aid issues; assure respectful staff interactions with students at all times. **E**

Collect, compile, interpret, and manage data for department, district, state, or federal reports; monitor the documentation and timelines for all federal and state reports to assure compliance with funding requirements; maintain records that serve as a basis for earning or meeting state and federal funding; audit files to ensure accuracy, completeness, and program compliance. **E**

Assure compliance with various local, state, and/or reporting requirements, guidelines, rules, and regulations, as well as district procedures and policies. **E**

Oversee the creation and maintenance of the department's recordkeeping systems; develop, prepare, and audit a variety of reports, records, statistical data, and files to ensure accuracy, completeness, and compliance of tasks related to laws, rules, regulations, policies, procedures, and form usage. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Assist with the preparation of the adult education annual school budget; analyze and review budgetary and financial data. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate complex reports, records, lists, and summaries from computer database for management review. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external agencies and organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Provide leadership and work with staff to create a high performance, service-oriented work environment; share knowledge, cooperate with others, participate in meetings and work groups, and support the goals and objectives of the district and department. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE: CHECK**

Any combination equivalent to: associate's degree, and five years of broad, varied, and increasingly responsible financial reporting, budget development, auditing, or statistical recordkeeping experience. Preference will be given to candidates with experience in adult education.

### **LICENSES AND OTHER REQUIREMENTS: CHECK**

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding ..... 55 Correct WPM  
 Word..... 85% Overall Score  
 Excel or Access ..... 85% Overall Score

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Business, budget, accounting, and financial processes and practices.

General accounting principles and procedures.

California school district budgeting and accounting.

Financial guidelines and terminology.

Effective oral and written communication skills.

Methods and processes of statistical analysis and data reporting.

