

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FISCAL COMPLIANCE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Chief Financial Officer or designee plan, organize and maintain fiscal compliance and internal controls related to District-wide accounting, attendance, budget and payroll activities; support internal audit-related activities; provide support to school site personnel for accounting activities relating to student body funds and attendance accounting; prepare assigned reports required by the State, County, District administration, Federal agencies and the Board of Education; perform internal control and compliance reviews related to annual independent audit; train and supervise the performance of assigned personnel on audit-related processes and procedures.

#### **ESSENTIAL FUNCTIONS:**

Assist with developing and implementing reporting procedures and internal controls for the purpose of maintaining accurate records and compliance with District policies and State and Federal regulatory requirements.

Plan, organize and recommend fiscal related activities in order to maintain District fiscal compliance; identify discrepancies of financial information; implement improvements in the District internal auditing controls.

Notify Chief Financial Officer or designee, Director of Safety & Security and Legal Compliance Specialist of any financial irregularities. Provide recommendation on the best way to ensure fiscal fidelity for such irregularities.

Assist with activities related to year-end closing and annual audit of the official financial records of the District.

Assist with implementing District auditing guidelines, timelines, policies and procedures as they relate to fiscal compliance and accountability; analyze and review financial data; identify discrepancies of financial information and provide recommendations of improvement in District's internal fiscal controls.

Compile financial and statistical data; prepare related reports and submit to local, County, State, Federal and other funding agencies as assigned.

Identify and prepare detailed reports, recommend corrective action for potential areas of weakness or risk exposure.

Coordinate and perform audits of student attendance accounting, student body funds, cafeteria cash collections, school activities involving cash collections, adult education fees, developer fees, transportation fees, travel claims and other areas as appropriate.

Plan, organize and assist with implementation of long and short-term programs and activities designed to enhance financial and accounting activities; assist with development, implementation and monitoring of accounting systems for a variety of financial functions (i.e., categorical time accounting and mandated cost reimbursement claim process); assist with the

coordination of required audits of the District.

Perform research and participate in the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, Federal agencies, administration and the Board of Education.

Provide technical expertise, information and assistance to the Chief Financial Officer or designee regarding fiscal matters; participate in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief Financial Officer or designee, of trends or problems and recommend appropriate corrective action.

Communicate with all levels of District personnel, outside organizations, auditors and the community to perform essential functions, resolve issues and conflicts and to exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Plan, organize and assist in implementation of District-wide compliance reviews.
- Financial analysis and projection techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- District accounting (including attendance), budget and payroll functions, policies and procedures.
- Financial and statistical record-keeping and report preparation techniques.
- State Average Daily Attendance (ADA) accounting reporting requirements.
- California School Accounting rules and procedures.
- Student Body accounting rules and procedures.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.

**ABILITY TO:**

- Plan, organize and assist in coordination of the collection and reporting of District financial data.
- Evaluate financial data and work collaboratively with others to resolve issues.
- Coordinate internal control reviews with District departments, sites and programs.
- Prepare financial reports required by the State, Federal agencies, administration, and the Board of Education.
- Analyze financial data and prepare forecasts and recommendations.
- Compile financial and attendance data and prepare related reports.

Meets schedules and timelines.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.  
Maintain files related to assigned activities.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination of training and experience equivalent to completion of an advanced degree in Business, Finance, Accounting or Business Administration and/or three years of experience in school district accounting and attendance accounting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**BOARD APPROVED:** July 19, 2022