SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Extended Learning Business Specialist  REPORTS TO: Manager, Extended Learning

DEPARTMENT: Extended Learning  CLASSIFICATION: Classified

FLSA: Non-Exempt  SALARY GRADE: 046 OTBS

EFFECTIVE: July 1, 2015

BASIC FUNCTION:
Relieve the workload of a manager by independently performing a variety of budgetary-accounting and administrative tasks in the administration of the Extended Learning Opportunities program budgets; assist with developing data reporting systems and policies and procedures; perform research and prepare complex and specialized budget and statistical reports and analyses.

REPRESENTATIVE DUTIES: (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 is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform a variety of budgetary-accounting and administrative tasks and services in the preparation, development, balancing, and control of the Extended Learning program budgets; conduct research, prepare complex budget and statistical reports and analyses and complete special assignments. E

Analyze, plan and develop program budgets; review and evaluate expenditures and track expenditures through various information systems; modify budgets as necessary. E

Research, develop and communicate attendance policies and procedures; develop, maintain, and control standards for web-based attendance system; ensure accuracy of data maintained; establish procedures to ensure compliance and facilitate ease of user access and reporting. E

Research, develop and communicate budgetary-accounting policies and procedures; provide direction to district and non-district staff. E

Conduct detailed audits and other studies relative to average daily attendance (ADA) reporting and budgetary-accounting matters and prepare and submit complex fiscal statistical analyses and reports to required government agencies and entities. E

Act as department audit liaison with external auditors as well as state and federal representatives; maintain records; provide requested data; respond to and resolve any concerns. E

Communicate with all levels of district and non-district staff, including managers, principals, executive management and the public and government agencies including the California Department of Education. E
Develop training materials, manuals and handbooks for program staff related to web-based attendance system and procedures; provide training to staff. E

Assist in the development and submission of grant applications and the development of contracts with community based organizations. E

Participate in meetings with district and non-district staff to present and exchange information, resolve issues and concerns, and coordinate activities and programs. E

Develop and implement procedures to maintain accuracy of inventory and coordinate inventory checks. E

Perform other duties reasonably related to the job class

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in finance, accounting, business or public administration or other related field and two years of recent, increasingly responsible budgetary-accounting and administrative analysis experience.

**LICENSES AND OTHER REQUIREMENTS:**
Possession of a valid California driver's license and availability of private transportation may be required (mileage expense allowance provided).

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**
Advanced knowledge of Microsoft Excel.
Applicable laws, codes, regulation, polices, and procedures.
Use of legal reference materials.
Operation of standard office equipment and computers including related software applications
Oral and written English communication skills.
Computer models used in accounting.

**ABILITY TO:**
Learn complex legislative analysis and legislative mandate procedures.
Maintain current knowledge of applicable District policies and procedures and applicable provisions of federal and state laws, rules and regulations.
Perform audits and prepare complex budgetary-accounting reports and statistical analyses and narrative reports.
Communicate effectively orally and writing.
Provide lead, direction and training to staff and others.
Analyze situations accurately and adopt an effective course of actions.
Prepare training materials, job aids, manuals and handbooks.
Plan and organize work to meet schedules and time lines.
Maintain records and prepare reports and correspondence.
Establish and maintain effective working relationships with others.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office environment; travel to school sites to conduct business.
PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued: 1.22.19 per BOE approval
Job code 6324
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