



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: BUSINESS SERVICES SPECIALIST

WORK YEAR: 12 Months

VACATION: 27 Days

REPORT TO: Assistant Director, Business Services

PRIMARY FUNCTION:

Under the direction of the Assistant Director, Business Services, research, analyze, forecast and report on all aspects of school, program and department budgets and expenditures. Participate in the development and maintenance of the budget as well as the Local Control Accountability Plan.

REPRESENTATIVE DUTIES:

- Coordinate, development, monitor and update the LCAP budget
- Formulate and revise District policies, procedures and programs; design, recommend and implement change in financial systems and procedures
- Assist in interim reporting, budget development, estimated actuals and the year-end closing process
- Assure compliance with the California School Accounting Manual
- Track and recommend action on Additional Funding Requests
- Monitor District-wide savings and deficits; provide information on trends or issues and recommend appropriate action
- Assist managers in the preparation, control and expenditure of their budgets
- Review, audit and approve employment/budget authorizations
- Maintain position control
- Perform independent research and analysis; prepare analytical or special reports, correspondence and memoranda
- Train, provide work direction and supervise personnel as assigned
- Other related duties as assigned

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, or business administration and three years' professional level accounting experience. Possession of a valid California driver's license and availability of private transportation.

KNOWLEDGE AND ABILITIES:

- Fundamental principles and techniques and State and federal procedures and regulations governing funding.
- Laws, rules and regulations related to assigned budget activities.
- Preparation, review and control of assigned accounts.
- Methods, practices and terminology used in financial and statistical record-keeping techniques.
- Methods of budget monitoring and control.
- Accounting and budget practices, procedures and terminology used in a school district.
- Research methods.
- Policies and objectives of assigned program and activities.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and data entry techniques.
- Interpersonal skills using tact, patience and courtesy.

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.