



# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## Job Description

**TITLE:** Categorical Specialist

**CLASSIFICATION:** Classified

**Work Year:** 260 days

**REPORTS TO:** Director of Fiscal Services

**SALARY:** Classified Salary Schedule #3

Range 28

**BASIC FUNCTION:** Under general direction, the Categorical Specialist will apply knowledge of specialized categorical federal and state programs and grants to perform a variety of fiscal duties involving technical communication, monitoring, reporting and budget support duties. The Categorical Specialist performs highly specialized and complex independent work relating to district categorical programs; including advanced clerical accounting duties related to the preparation of financial statements pertaining to grants, categorical, and/or restricted programs; assistance with the creation and monitoring of program budgets; provides information, training, analysis and district-level support in the interpretation of policies, rules, regulations and procedures of assigned categorical programs.

**ESSENTIAL FUNCTIONS:** *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. Duties may include, but are not limited to:*

- Prepare budget development, projected and adopted; budget revision; analyze budget data; prepare and revise cost projections
- Create, monitor and maintain audit files for program compliance
- Project staff salary and benefit costs to ensure accuracy in budget development; monitor salary and benefits as compared to actual expenditures; identify and resolve discrepancies
- Support site principals in the planning, creation, implementation and monitoring processes for federal and state programs and grants including Title 1.
- Provide liaison support between district and each school site to coordinate, research and compile a variety of information and data and for collection of required documents
- Compile documents for detailed evidence and reporting to the California Department of Education and the U.S. Department of Education
- Create, monitor, analyze and maintain budgeting systems and procedures for categorical funding for compliance with district policy and funding guidelines
- Manage all data, tracking and reports related to compliance issues, including site monitoring budget reports and records related to program activities
- Analyze new legislation and regulations for categorical programs, grants and/or restricted programs
- Manage and monitor assigned categorical budget for compliance and adequate funding; communicate with personnel responsible for the program regarding status of their accounts
- Communicate with state and County personnel relating to categorical programs
- Create and maintain spreadsheets and schedules of financial information



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- Provide work direction as a budget lead, guidance and training to other accounting clerical personnel as needed
- Produce a variety of periodic and annual financial statements, reporting, reimbursements and claims, and maintain journals and ledgers
- Organize, attend meetings and conferences relating to categorical programs and other district level fiscal support
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work
- Perform other related duties as assigned and required within the scope and skill level of the job classification

### **KNOWLEDGE and ABILITIES:**

#### **Knowledge of:**

- Methods, procedures, and terminology used in technical accounting work
- Policies and objectives of assigned programs and activities
- Budgeting practices regarding monitoring and control
- Financial and statistical recordkeeping techniques
- School business functions and financial system
- Data control procedures and data entry operations

#### **Abilities to:**

- Perform a variety of highly responsible tasks with speed and accuracy.
- Perform basic arithmetic calculations with accuracy.
- Establish and maintain accurate records and files.
- Express initiative, adaptability and confidentiality.
- Analyze situations, apply problem solving techniques and take an effective course of action.
- Independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Carry out oral and written instructions given in English.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects using correct English grammar, syntax, spelling and punctuation



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### **PHYSICAL REQUIREMENTS:**

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability to occasionally lift/carry office supplies and printed materials weighing up to 25 pounds.

### **QUALIFICATIONS:**

- Two years of increasingly responsible accounting experience
- Proven ability to read, interpret, and apply common sense to a variety of documents, financial and statistical records
- Demonstrate experience in spreadsheet computer applications
- Experience in a school district, county office of education, or governmental agency (preferred)
- Experience in categorical and state and federal funding a plus

### **LICENSES AND CERTIFICATES:**

#### **Required:**

- High School Diploma or equivalent
- Valid California driver's license
- Typing certification of 45 Words Per Minute (WPM)
- Certification of passing the PRJUSD Accounting Exam

#### **Desired:**

- AA in Accounting. Coursework may substitute up to (2) years of required work experience

*Revision 2022\_- Board Approved 5/10/2022*