

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SELPA BUDGET ASSISTANT/MAA COORDINATOR**

DEFINITION:

Under the direction of the Assistant Superintendent for Special Schools and Services, develops and monitors all aspects of the budgeting process for the Special Education Local Planning Area (SELPA) within the Special Schools and Services Department which is the Local Education Agency (LEA).

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Medi-Cal Local Education Agency (LEA):

- Facilitates the billing process for MCLEA billing through the coordination of data collection and monitoring of LEA reporting.
- Maintains continuous communication and acts as liaison with MCLEA billing agents and DHCS.
- Arranges for training and technical assistance to designated staff.
- Creates fiscal reports....

SELPA:

- Monitors the income and distribution of special education funding.
- Assists in the development, review, and adjustment of budgets.
- Performs a wide variety of complex accounting functions.
- Develops a variety of documents for reporting financial information.
- Coordinates the accurate flow of data between department budgets and the central business system.
- Analyzes and reconciles financial data.
- Maintains communication with Local Education Agencies regarding financial matters.
- Coordinates the collection and preparation of financial reports required by the California Department of Education.

Combined:

- Attends seminars, training sessions and meetings as assigned.
- Participates on committees as assigned.
- Performs other duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

Knowledge of:

- Computer terminal operation and data entry techniques.
- Microsoft Access, Excel, Power Point and Word programs.
- Complex accounting principles, financial analysis, and projection techniques.
- Data analysis techniques.
- Budget preparation and control.
- Interpersonal skills including, tact, patience, and courtesy.

- Oral and written communication skills.
- Report writing and record keeping techniques.
- Public speaking abilities.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.

Ability to:

- Develop a variety of spreadsheets using complicated formulas and references.
- Make independent judgments with minimal supervision.
- Demonstrate the use of effective organizational and accounting skills.
- Establish and maintain cooperative and effective working relationships with others.
- Adapt to various accounting systems.
- Perform comprehensive mathematical calculations using calculator or computer.
- Collect and analyze data objectively and prepare appropriate reports.
- Understand and follow oral and written directions; operate word processing, database, spreadsheet, and desktop publishing computer programs; type at a level necessary for expected job performance.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of bookkeeping/accounting experience desirable.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.