

Tulare County Office of Education
JOB DESCRIPTION

JOB TITLE : Business & Program Specialist, NTLD (9788)

Job Summary:

The job of Business & Program Specialist assists the California Center on Teaching Careers Executive Director/NTLD Administrator II by providing support related to accounts payable, accounts receivable, vendor contracts and payments, budget transfers, and journal entries; developing budgets

requirements;

- x Gathers and analyzes data to address state and federal mandated accountability plans.
- x Coordinates audit activities with outside auditors for the purpose of providing documentation needed to complete program audits.
- x Monitors budgets and presents financial reports for the purpose of submitting them to the CCTC Executive Director, CCTC Accounts Coordinator, and TCOE Internal Business Services Director.
- x Reviews CCTC work plan for the purpose of writing agreements for services to statewide partners.
- x Provides technical assistance to partners in state and federal regulatory and categorical programs.
- x Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- x Collaborates with business technicians for the purpose of ensuring that proper accounting practices and procedures are followed.
- x Assists CCTC Executive Director and Accounts Coordinator with analyzing budgets for the purpose of making recommendations to optimize use of the funds to meet program goals.
- x Maintains Charts of Accounts for programs for the purpose of providing information to Executive Director, Supervision Team, and Support Staff.
- x Maintains a variety of information files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- x Maintains contact with the general public, school districts, governmental agencies, community organizations for the purpose of providing information related to the program.
- x Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- x Operates a computer for the purpose of recording data.
- x Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- x Validates coding for the purpose of ensuring the accuracy of data input into the TCOE Standardized Account Code Structure (SACS) financial system.
- x Verifies budgets for the purpose of determining whether there is adequate funding for purchases.

f maintain records;

f apply basic accounting practices.

x Ability to:

f develop procedures in compliance with state and federal laws and regulations;

- f* communicate effectively, orally and in writing;
- f* use tact in a variety of situations;
- f* interpret, apply and explain rules, regulations, policies and procedures;
- f* establish and maintain cooperative working relationships with those contacted in the course of work;
- f*