

FISCAL OVERSIGHT ADMINISTRATOR

DEFINITION

Plans, coordinates, and supervises the administration and reporting of fiscal activities related to charter school petition and fiscal oversight review and budgetary matters.

TYPICAL DUTIES

Oversees the implementation process of forensic investigative and fiscal reviews of charter schools relative to potential improprieties involving charter school leaders and staff, vendors, and contractors.

Oversees the more complex charter school fiscal issues and performs the more complex technical forensic and fiscal reviews of charter schools.

Supervises, trains staff, and participates in the activities of a unit engaged in duties that include the following:

- Monitoring activities concerning independent charter schools' budgets.

- Conducting fiscal oversight responsibilities including regular oversight visits and completing oversight reports for assigned schools.

- Investigating and reconstructing records which have been destroyed or falsified, tracing funds through bank accounts to source or to ultimate disposition, and examining and summarizing bank records.

- Determining whether charter school accounting and financial operations are conducted in compliance with relevant policies such as the charter schools' governing board-adopted fiscal policies and procedures, the LAUSD Policies and Procedures for Charter Schools, Generally Accepted Accounting Principles (GAAP), the Education Code, and State and Federal regulations.

- Analyzing financial documents and related evidence; gathering, assembling, preserving, and reporting facts and evidence resulting from forensic investigations and audits; submitting recommendations to the Charter Schools Fiscal Administrator to determine if the Inspector General's intervention is necessary; and drawing conclusions and expressing opinions based on evidence.

- Testifying in court as an expert witness in forensic accounting explaining the significance of complex financial transactions or records in simple terms to non-accountants.

- Estimating and analyzing the income estimation of charter schools' revenue sources, expenditure forecasting, and Board report preparation.

- Writing and editing reports presenting forensic investigation findings, conclusions, and recommendations.

- Examining and analyzing financial records including audits prepared by external Certified Public Accountant (CPA) firms and governmental entities in connection with criminal investigations.

- Conducting and participating in a variety of analytical studies related to charter school fiscal activities.

- Compiling and analyzing a wide variety of financial and statistical reports, statements, and summaries, preparing reports, and participating in discussions regarding charter school budget matters.

- Analyzing legislation to determine the effect on charter school finances and programs.

Developing and recommending the implementation of changes in financial policies, procedures, reporting, and control systems of charter schools.
Assists investigators with identifying potential suspects and witnesses to be interviewed in order to obtain information regarding financial transactions and activities, and advises, instructs, and guides investigators in financial investigative techniques and on technical accounting matters.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Fiscal Oversight Administrator plans, coordinates, and supervises the administration of fiscal activities related to the budgetary matters and petition reviews of charter schools; and performs professional-level forensic investigative and fiscal reviews of charter schools in connection with alleged improprieties of charter schools, employees, vendors, and contractors.

An Assistant Budget Director assists in managing a Branch and directs budget development and administration.

A Forensic Accountant conducts audits of complex financial and operational systems and investigations in relation to alleged improprieties, waste, fraud, and other complaints brought against District departments, employees, vendors, and contractors.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustment for schools, administrative regions, programs, large branches, divisions, local districts, or the District.

SUPERVISION

General direction is received from an Administrator. Supervision is exercised over Fiscal Services Managers and other professional-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamental principles of accounting and auditing
- Generally Accepted Accounting Principles
- Investigative fraud techniques
- Fraud schemes and data analysis techniques
- Tracing illicit funds and locating hidden assets
- Criminal law, civil law, rules of evidence, and expert witness matters
- Provisions of the Education Code and other laws and regulations affecting public charter school accounting.
- Principles and practices of public administration, with emphasis on budget and fiscal affairs
- Fiscal management and statistical reporting techniques
- District budgetary practices and procedures
- Financial regulations of regular and specially funded programs and charter schools
- Economic and financial crimes
- Office methods, organization, and procedures
- Principles of supervision
- Microsoft Office and Windows operating systems

Ability to:

Analyze complex budgets; fiscal controls, procedures, and systems; and financial legislation
Express sensitive and complex information clearly, in writing and orally
Work effectively with a wide range of District personnel, charter School personnel, charter School stakeholders, and the public
Use critical judgment in the evaluation of data and the development of clear, concise budget plans, procedures, training materials, and reports
Make effective oral presentations
Conduct thorough investigations
Identify and direct gathering of pertinent of evidence during an investigation
Reconstruct books and records that have been destroyed or falsified
Supervise effectively
Plan work to meet deadlines
Effectively analyze and interpret data
Prepare clear, concise, and conclusive reports
Maintain confidentiality of evidence gathered

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, finance, or a related field.

Experience:

Five years of external auditing, internal auditing, school fiscal policy review, or forensic accounting, or charter school fiscal oversight experience. Experience in governmental accounting, automated accounting systems, or charter school audit review is preferable. Supervisory experience is preferable. One year of the aforementioned experience may be substituted by possessing certification as either a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Fraud Specialist (CFS) or a Certified Forensic Accountant (CFA).

Special:

Certification as either a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Fraud Specialist (CFS) or a Certified Forensic Accountant (CFA) is preferable.

A valid driver's license to legally operate a motor vehicle in the State of California or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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