

## CHARTER SCHOOL FISCAL ADMINISTRATOR

### DEFINITION

Leads, coordinates, plans and administers the fiscal oversight and monitoring activities for the Los Angeles Unified School District (LAUSD) authorized charter schools; and prepares and manages the Charter Schools Division's budget.

### TYPICAL DUTIES

- Manages the administration of financial activities of the Charter Schools Division with appropriate direction from the Charter Schools Director.
- Manages the fiscal oversight functions of the Charter Schools Division for all independent Charter Schools authorized by LAUSD including overseeing the Charter School Division fiscal staff involved in executing the oversight duties.
- Prepares and oversees Division's budget and estimates preliminary revenue generated by statutory charter school oversight fees.
- Confers with and serves as a liaison with internal and external stakeholders in financial activities, including representatives of federal, State, and local governmental agencies.
- Develops and implements methods and procedures to evaluate charter school petitions.
- Monitors the State's budget development to determine impact to charter schools and the Division's budget.
- Researches and keeps abreast of Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) regulations to ensure proper dissemination of information to staff.
- Collaborates with legal counsel in preparation and review of staff analysis reports for charter school petitions and monitoring reports.
- Represents the Division in various settings to review financial mismanagement that has been identified, as needed.
- Prepares documentation for Board meetings, participates in Board briefings, and addresses Board Member's fiscal inquires, as needed.
- Supervises, trains, and evaluates the performance of assigned staff.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Charter School Fiscal Administrator provides leadership and coordination of the fiscal oversight and monitoring activities of authorized charter schools.

The Charter Schools Director manages, coordinates, and administers the activities of the Charter Schools Division.

A Fiscal Oversight Administrator supervises and participates in the administration of fiscal activities related to the budgetary matters and performs professional-level forensic investigative and auditing work in connection with alleged improprieties of schools, departments, employees, vendors, and contractors.

## SUPERVISION

A Charter School Fiscal Administrator receives administrative direction from the Charter Schools Director and provides administrative direction to lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education Code and other laws and regulations affecting public school accounting
- Principles and practices of public administration, with emphasis on budget and fiscal affairs
- Fiscal management and statistical reporting techniques
- Budgetary practices and procedures such as the District's
- Basic structure of District financial systems
- Financial regulations of regular and specially funded programs and charter schools
- Generally accepted accounting principles, generally accepted auditing standards, and other techniques and methods of governmental accounting, auditing and budgeting
- Accounting, budgeting, financial analysis and research techniques as they apply to charter schools
- Investigative fraud techniques
- Fraud schemes and data analysis techniques
- Legal bases and resources of finances of California public education
- Laws and regulations applicable to charter schools
- Collective bargaining law and labor agreements
- Principles of employee training and evaluation, employee relations, and progressive discipline
- Public relations practices
- Microsoft Office, Windows operating systems, and related software

### Ability to:

- Use critical judgment in the evaluation of data to inform recommendations, decisions, and reports
- Manage the highest level aspects of the work and know when and how to engage in the details of the work
- Develop clear, fiscally sound budget plans
- Develop procedures, training materials, and reports; review staff work and assure quality control.
- Analyze and identify potential problems, and develop, evaluate, and implement possible solutions and recommendations
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Explain and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Effectively communicate sensitive and complex information, in writing and orally, before a variety of internal and external groups
- Work effectively under pressure, strict deadlines, and shifting priorities
- Remain calm under stress

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in accounting, business, or public administration. A graduate degree in accounting, business, or public administration is highly preferable.

### Experience:

Four years of supervisory or management experience in finance, financial compliance, forensic review, forensic accounting, financial analysis, or a combination of any of the areas above. Experience in public or charter school financial management is preferred.

### Special:

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.

## SPECIAL NOTES:

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

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 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.

New Class  
01/30/17  
SH/RGK

Updated  
01-22-25  
Transportation  
Language Only