

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASSIFIED BY SPECIAL EDUCATION FINANCIAL SECTION

BASIC FUNCTION:

Administers, coordinates, and plans the development, allocation, and reporting of complex financial results and activities for the Special Education program; advises, coordinates and serves as expert resource on special education financial and business related matters; prepares, reviews and distributes a wide variety of financial reports including quarterly fund balance analyses, reimbursement reports to various finance and school districts, and other financial reports.

inquires related to program funding and expenditures;

Meets and confers with administrators and

schools as needed to provide direction, technical and procedural assistance on special education fiscal matters;

Reviews state, regional, and administrative reports impacting school district and charter school funding and reimbursements owed for services; provides district special education administrators

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field; and four years of job-related experience with demonstrated competence.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development.