

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: FINANCIAL ADMINISTRATOR - CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the Director III – Charter Schools, coordinate and provide fiscal oversight to Santa Clara County Office of Education authorized charter schools; provide technical expertise

Research, analyze, interpret and apply laws, regulations, and policies governing charter schools

and provide guidance to schools, districts and county office administration. Prepare

ABILITY TO:

Coordinate and provide fiscal oversight to SCCOE authorized Charter Schools.

Design and prepare computer spreadsheets to analyze data.

Perform financial and other statistical analysis.

Interpret, explain and apply laws and regulations affecting charter schools.

Provide financial analysis and develop financial models and trend projections based on current and historical data.

Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.

Provide technical guidance to internal and external customers.

Research and report on industry best practices.

Prepare clear and concise reports.

Approved by Personnel Commission: January 8, 2014
Revised: March 11, 2015
Revised: July 8, 2015

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Adriana E. Casas
Supervisor, Classification & Recruitment
Classified Personnel Services

July 8, 2015

Date