SANTA CLARA COUNTY OFFICE OF EDUCATION Personnel Commission

CLASS TITLE: FINANCIAL ADMINISTRATOR - CHARTER SCHOOLS

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	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
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ABILITY TO:

Coordinate and provide fiscal oversight to SCCOE authorized Charter Schools.

Design and prepare computer spreadsheets to analyze data.

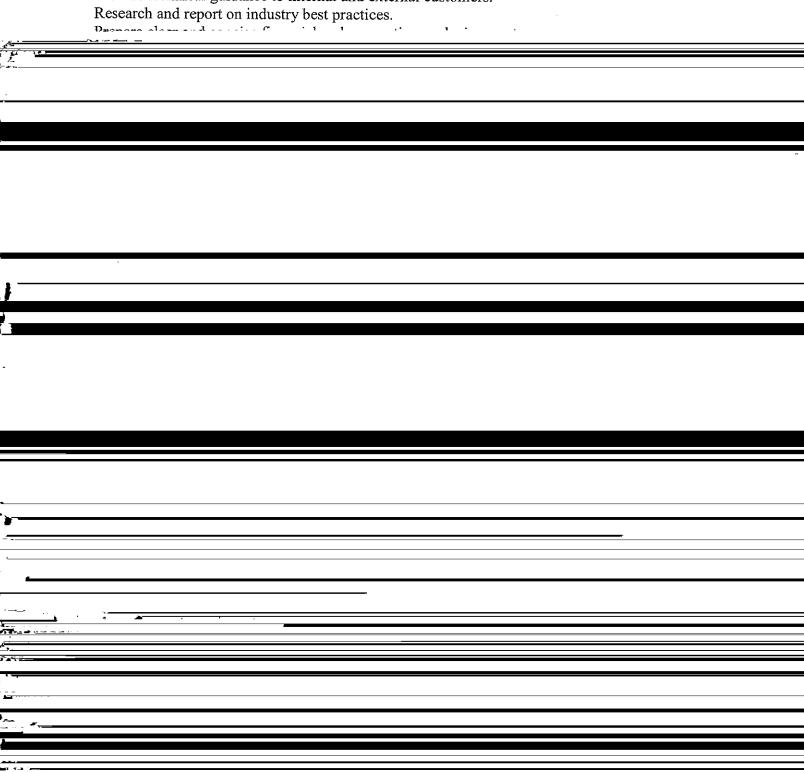
Perform financial and other statistical analysis.

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.



July 8,2015 Date (

Approved by Personnel Commission: January 8, 2014

Revised: March 11, 2015 Revised: July 8, 2015

Adriana E. Casas

Supervisor, Classification & Recruitment

Classified Personnel Services

Santa Clara County Office of Education