



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION FISCAL EXPERT

DEFINITION:

Under the general direction of the Associate Superintendent of Business Services, this position represents the County Superintendent of Schools when assisting a district and acts on behalf of the county office. The advisor does not serve as in-lieu staff to the district to complete normal operational processes and is not directed by the district's administrators or governing board.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Provide guidance and assistance on a project basis to a school district by reviewing and providing recommendations regarding fiscal issues and concerns.
- Communicate findings and progress on fiscal improvements to the County Superintendent.
- Assist in developing or revising a financial plan that will enable the district to meet its future financial obligations.
- Meet with appropriate district staff, as needed, to assess fiscal health and related concerns.
- When necessary, provide technical assistance, professional development, advice and/or support in operational areas to assist in maintaining future solvency and organizational effectiveness.
- Analyze and evaluate the ability of a district's budget to support the fiscal impact of a proposed increase in compensation.
- Identify the amount of any projected budgetary shortfall over the term of a negotiated agreement and provide recommendations on a process to identify areas for potential expenditure reductions or other budget balancing solutions, as needed.
- Review and consider any studies, reports, evaluations, or audits that contain evidence that a district is demonstrating fiscal distress.
- Provide additional assistance and support, as necessary, as requested by the County Superintendent or Superintendent of Public Instruction (SPI).

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described:

- Any combination of education, training, and experience equivalent to the graduation from an accredited four-year college with specialization in accounting, experience at a district or county office of education at the management level in business services may be substituted on a year-for-year basis for college.
- Increasingly responsible supervisory/management experience in varied budgeting, accounting, or accounting systems.
- Preference will be given to applicants with experience in school business administration and/or Master's Degree in a related field.
- Certified Public Accounting is preferred.
- Valid California driver license and evidence of insurance is required.

KNOWLEDGE OF:

- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Standardized account code structure and the California School Accounting Manual.
- Superintendent and Board policies and administrative regulations.



Tehama County Department of Education
Job Description
Fiscal Expert

Official: 
Effective: 08/01/2025

- State and federal time lines and processes.
- Budget preparation and control.
- Principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Legal requirements of school districts related to budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Maintain confidentiality.
- Provide collaborative leadership and an effective management style.
- Provide advice, support and oversight to county districts in areas related to budgeting, LCAPs, internal control procedures, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships.
- Operate the financial software system and train others in the proper operations of the system.
- Analyze situations accurately and adopt an effective course of action; meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Maintain current knowledge of related legislation.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: August 1, 2025

Revised: _____

APPROVED

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: _____

