



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION FISCAL ADVISOR**

### **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.

- Develop and impose any necessary budget revisions, in consultation with the County Superintendent or designee and the district's governing board, to return the district to fiscal stability.
- Stay and rescind any action that is determined to be inconsistent with the district's ability to meet its financial obligations, or adversely affects its fiscal solvency, for the current or subsequent years.
- Inform the County Superintendent if the district is not acting in good faith in its efforts to avert state intervention.
- Assist the district in developing a budget in compliance with any revisions recommended by the County Superintendent for budget approval.
- Provide guidance and assistance to the district on fiscal issues and concerns.
- Review the financial and budgetary conditions of the district, including an analysis of internal controls, and determine if it may be unable to meet its financial obligations for the current or two subsequent fiscal years, or should receive a qualified or negative interim financial certification.
- Monitor the financial projections and cash balances of all funds of the district for the current and two subsequent fiscal years, and, if necessary, assist district staff in the preparation of these projections.
- Review all governing board materials prior to each board meeting to determine if any items or intended action will have a negative fiscal impact on the district's financial condition.
- Monitor all collective bargaining activity and review all proposals being considered, including the resulting fiscal impact.
- Request additional information, as needed, to support discussions during the collective bargaining process.
- Regularly meet with the district superintendent and district CBO to obtain updates on the district's efforts to reduce expenditures or enhance revenues.
- Review proposed budget revisions to confirm whether the revisions are consistent with the district's needs and recovery plan.
- Assist in developing a financial plan, in consultation with the district board, that will enable the district to meet its future financial obligations.
- Meet with appropriate district staff, as needed, to assess fiscal health, organizational structure and staffing, effectiveness of internal controls, and other related concerns.
- Consult with the governing board on fiscal and budgetary matters, facilities projects, debt obligations and other operational areas, as needed.
- When necessary, provide technical assistance, professional development, advice and/or support in any 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.



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- Review enrollment and ADA reporting, and, if necessary, assist district staff in the preparation of enrollment and ADA projections.
- Provide recommendations for improvement in district processes related to the budget, including position control, areas for cost containment, reducing unrestricted contributions from the general fund, etc.
- 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.
- Confirm that the district is conducting its business operations in compliance with statutory requirements and within acceptable legal and professional standards.
- Review purchase orders prior to issuance.
- Review and consider any studies, reports, evaluations, or audits that contain evidence that a district is demonstrating fiscal distress.
- Advise the County Superintendent regarding potential action to improve or protect the fiscal solvency of a district.
- Require the district to encumber all contracts and other obligations, to prepare appropriate cashflow analyses and monthly or quarterly budget revisions, and to appropriately record all receivables and payables.
- Review and provide recommendations on teacher hiring practices, teacher retention rate, percentage of provision of highly qualified teachers, and the extent of teacher mis-assignment in the district.
- Prepare a cash flow analysis of the current and subsequent year to determine the size of a potential appropriation in the event an emergency state loan is required.
- Provide additional assistance and support, as necessary, such as technical assistance, professional development, advice and/or support in any or all of the five operational areas defined by FCMAT to assist the district in maintaining future solvency and organizational effectiveness.

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.
- State and federal time lines and processes.
- Budget preparation and control.





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- 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: 