

CENTRAL BUSINESS ADVISOR

DEFINITION

Plans, manages, and coordinates the business services of a specific operating division, including managing the division's fiscal staff and its related forensic investigative and auditing work, and budget development and administration.

TYPICAL DUTIES

Directs the administration of financial activities through supervisors and staff engaged in:

- Performing forensic investigative and auditing work in connection with alleged improprieties.
- Conducting the review and oversight of financial documents.
- Overseeing the maintenance of financial and position records and controls.

Confers with and serves as a liaison with internal and external stakeholders in financial activities, including representatives of federal, State, and local governmental agencies and bond rating firms, school principals, legal authorities, and the public.

Oversees, develops, and coordinates strategic planning activities for the fiscal oversight of operations and advises District administrators and other stakeholders of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, procedures, and business practices.

Develops, evaluates, and makes recommendations to the division or head administrator regarding administrative policies governing business practices.

Develops new or reviews established classified and/or certificated personnel management policies and procedures and recommends changes to ensure that personnel programs and transactions maintain conformity with District policies.

Serves as the primary resource to division management regarding all pertinent rules, policies, regulations, and laws that impact division work.

Develops performance metrics to monitor cost-effectiveness and efficiency of various activities and processes within the division.

Establishes and monitors budgets and supervises expenditure controls, analyzes and evaluates budget proposals, and prepares related documents.

Oversees activities related to business, finance, and technology.

Coordinates data collection and report formulation in order to implement and maintain efficient data processing and record-keeping.

Coordinates efforts with other District units, representatives of other public agencies, and contractors.

Administers contractual and service relationships with contractors that includes preparation of bid specifications, scope of services, service descriptions, proposal process requests, and ensures that the contracts are properly reviewed, processed, and maintained.

Prepares reports for District management, the Superintendent of Schools, the Board of Education, and other local, State, and federal agencies as required.

Responds to public records act requests.

May develop, coordinate, and oversee strategic planning activities for the fiscal oversight of charter schools.

May lead staff in the review, analysis, and evaluation of the fiscal positions of charter schools authorized by the District.

May review submitted charter school petitions.

May participate in depositions and assist in the preparation of documents for legal proceedings, including lawsuits, dispute resolutions, and grand jury investigations.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Central Business Advisor has administrative responsibility for the business, and financial functions of a division, including its forensic investigative and auditing.

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of organization unit's budget and expenditures; and liaison activities with other units in coordinating business and service functions.

SUPERVISION

A Central Business Advisor receives administrative direction from a division or higher-level administrator and provides administrative direction to lower-level staff and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Legal bases and resources of finances of California public education
- Principles of business administration, accounting, budget preparation, auditing, contract law, public purchasing, research, cost analysis, and merit-system personnel administration
- State laws, the California School Accounting Manual, and Government Accounting Standards
- Board and other regulations affecting public school accounting and financial affairs
- Laws and regulations applicable to charter schools
- Financial reports required to be submitted by charter schools, including financial audits
- Collective bargaining law and labor agreements in the District
- Principles of employee training and evaluation, employee relations, and progressive discipline
- Public relations practices
- Microsoft Office, Windows operating systems, and related software

Ability to:

- Represent management regarding complex administrative and financial issues in meetings with senior management, representatives of other agencies, consultants, and members of the community
- Analyze and identify potential problems, and develop and evaluate possible solutions and recommendations
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Delegate and monitor a variety of tasks through subordinate staff
- Explain and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Effectively communicate sensitive and complex information, in writing and orally, before a variety of internal and external groups
- Remain calm under stress

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, business, or public administration. A graduate degree in accounting, business, or public administration is highly preferable.

Experience:

Four years of managerial experience in a public or private organization that includes experience in a variety of the following areas: accounting; budgeting; contract administration; business operations; personnel administration; and procurement of goods and services.

Special:

1. Exempt from FLSA.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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JPK