

Job Summary:

The job of Business & Program Specialist assists the California Center on Teaching Careers Executive Director/NTLD Administrator II by providing support related to accounts payable, accounts receivable, vendor contracts and payments, budget transfers, and journal entries; developing budgets and financial projections. The Business & Program Specialist monitors budgets and assists with changes, prepares financial reports for various agencies, and creates new forms as needed. He/she provides guidance, coordination and training to staff, and performs a variety of special projects.

Essential Job Functions:

- Collects and organizes fiscal and program data for the purpose of making recommendations to the Executive Director/Administrator II.
- Attends CCTC meetings, Network meetings, and other meetings as assigned for the purpose of providing and obtaining information regarding the compliance with state and federal laws, regulations and grant requirements;
- Gathers and analyzes data to address state and federal mandated accountability plans.
- Coordinates audit activities with outside auditors for the purpose of providing documentation needed to complete program audits.
- Monitors budgets and presents financial reports for the purpose of submitting them to the CCTC Executive Director, CCTC Accounts Coordinator, and TCOE Internal Business Services Director.
- Reviews CCTC work plan for the purpose of writing agreements for services to statewide partners.
- Provides technical assistance to partners in state and federal regulatory and categorical programs.
- Implements reporting procedures and internal controls for the purpose of maintaining accurate records.
- Collaborates with business technicians for the purpose of ensuring that proper accounting practices and procedures are followed.
- Assists CCTC Executive Director and Accounts Coordinator with analyzing budgets for the purpose of making recommendations to optimize use of the funds to meet program goals.
- Maintains Charts of Accounts for programs for the purpose of providing information to Executive Director, Supervision Team, and Support Staff.
- Maintains a variety of information files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains contact with the general public, school districts, governmental agencies, community organizations for the purpose of providing information related to the program.
- Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Operates a computer for the purpose of recording data.
- Researches discrepancies of financial information and/or documentation (e.g., purchase orders, vendors, invoices, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Validates coding for the purpose of ensuring the accuracy of data input into the TCOE Standardized Account Code Structure (SACS) financial system.
- Verifies budgets for the purpose of determining whether there is adequate funding for purchases.

Skills and Knowledge Required:

- Knowledge of:
 - governmental accounting procedures;
 - federal and state regulations for categorical programs;
 - fiscal/budgeting practices;
 - methods of organizing and maintaining team efforts;
- Skills to:
 - operate a computer and financial application software;
 - maintain records;
 - apply basic accounting practices.
- Ability to:
 - develop procedures in compliance with state and federal laws and regulations;
 - analyze data;
 - prepare complex reports from a variety of information sources;
 - work with minimal supervision

- communicate effectively, orally and in writing;
- use tact in a variety of situations;
- interpret, apply and explain rules, regulations, policies and procedures;
- establish and maintain cooperative working relationships with those contacted in the course of work;
- travel within Tulare County, statewide or nationwide;
- meet schedules and time lines;
- maintain files.

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing.

The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience/Education Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Associates Degree (preferred) in Accounting, Business or Finance or with at least five years job-related experience.

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice Fingerprint Clearance.

FLSA Status: Exempt

September 2017

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.