

EDUCATION FINANCE SPECIALIST 2

KIND OF WORK

Professional financial administration and analysis work.

NATURE AND PURPOSE

Under limited supervision, provides analysis and alternatives for school district funding and financial management; supports the legislative process which determines funding formulas and appropriations; administers aid and levy programs and advises school districts on management practices so that school districts are appropriately financed and fiscal resources accounted for according to state and federal laws and rules; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Studies education financing structure and theories of financing education to initiate policy objectives facilitating executive decision-making by synthesizing departmental and outside data sources, researching academic journals and other reference materials.

Plans, develops, and administers the most comprehensive and complex financial aid and levy programs to ensure the appropriate funding of school district operations by distributing and reporting financial resources in compliance with state and federal laws and rules.

Writes reports on school district finances, aid and levy distributions and policy issues to provide information to school districts, legislative committees, state and federal boards and agencies by researching background materials, selecting and assembling supporting documents and developing alternative financing proposals.

Writes comprehensive instructions for school district financial personnel to implement funding and accounting methods by explaining and interpreting accounting procedures and principles consistent with Generally Accepted Accounting Principles and Uniform Financial Accounting and Reporting Standards.

Writes and executes computer programs to generate and distribute aid payments, financial reports and levy limitation systems by applying and modifying computer software using accepted documentation standards.

Drafts sections of the Governor's Biennial Education Aids budget to develop budget proposals by summarizing educational program needs and making cost projections.

Conducts conferences for school district administrators and professional staff so that school district personnel are informed of changes in laws, rules and administrative procedures by selecting, writing, presenting and evaluating conference agenda and information materials.

Advises school district administrators on laws and rules regulating school district management so that the school districts may efficiently plan and administer the financial resources of educational and support programs by in-person, telephone and written communication.

Advises legislative committees on a wide variety of school financial issues to achieve policy objectives through legislative decision-making by attending and testifying at legislative hearings on the full range of education finance issues.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Theory and practice of education finance as it applies to the Minnesota elementary, secondary and post-secondary education sufficient to recommend alternative funding methods.

Research and analytical methods used in statistics and education finance sufficient to provide solutions to policy questions.

Laws and rules regulating the financing of Minnesota public schools sufficient to apply and interpret them to others.

Generally Accepted Accounting Principles, Uniform Financial and Reporting Standards and auditing standards sufficient to interpret and to apply them to governmental fund accounting and auditing in Minnesota school districts.

The biennial budget system sufficient to develop budget proposals.

Ability to:

Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Speak in public sufficient to provide clear testimony in legislative committees and effective presentations to school district personnel and members of the public.

Perform quantitative analysis sufficient to accurately conduct mathematical and statistical operations.

Apply computer technology to research and administrative activities sufficient to achieve maximum efficiency and effectiveness.

Work effectively with other professionals both within the department and in the school districts sufficient to resolve controversial issues.

Est.: 8/85  
Rev.:

T.C.:  
Former Title(s):