

Education Finance Consultant 1

I. KIND AND LEVEL OF WORK

Under limited supervision, an employee in this class performs specialized professional educational financial administration and analysis work. Positions at this level provide analysis of school district funding and financial management for a major funding program or multiple smaller funding programs; administer assigned aid and levy program(s) including collecting and reviewing school financial management data; and conduct research and analysis to provide information about present and future program direction. These positions advise school staff, vendors, agency management, policy makers, and state officials on financial management practices for assigned aid and/or levy program(s) so that school districts are appropriately financed and fiscal resources are accounted for according to state and federal laws.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Finance Consultant 2 classification focus on directing the administration of a major funding program(s) rather than providing analysis of the funding and financial management of the program. Positions in the Education Finance Consultant 2 class require more funding program knowledge and technical expertise in supporting technology systems than the Education Finance Consultant 1 classification.

III. EXAMPLES OF WORK/DUTIES

- Plan, develop, and administer assigned aid or levy program(s) and report financial resources so districts can make informed decisions on providing program services.
- Consult with and advise school administrators, parents, contractors and other stakeholders on laws, rules, administrative procedures, and reporting of the assigned aid or levy program(s) so that the school staff may efficiently plan and administer the financial resources of the program(s).
- Write and disseminate newsletters, handbooks, policy statements, reports, and other resources for school financial personnel on assigned aid or levy program(s) issues so that all individuals involved have increased understanding and awareness of the program(s), implement the appropriate funding and accounting methods, and provide effective, reliable, and authorized services.
- Conduct research and analysis on the services, costs and funding practices of school districts and provide recommendations for changes or modifications so that school administrators, agency management, state and federal boards and agencies, legislative committees, and policymakers have information to make decisions about the present and future direction of the program(s).

- Studies education financing structure, theories of financing education and existing school financial practices to identify policy objectives for developing effective financing formulas by analyzing and applying current qualitative and quantitative financing methods and research.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Theory and practice of education finance as it applies to the Minnesota elementary, secondary and post-secondary education sufficient to analyze existing educational finance methods.
- Research and analytical methods used in statistics and education finance sufficient to ensure valid and reliable data analysis.
- Laws, rules and administrative policies regulating the financing of Minnesota public schools sufficient to apply and explain them to others.
- Generally Accepted Accounting Principles (GAAP), Uniform Financial Accounting Reporting Standards (UFARS), and auditing standards sufficient to apply them to governmental fund accounting and auditing in Minnesota school districts and explain them to others.

Ability to:

- Develop data queries, analyze reports, and interpret data accurately.
- Work effectively with professionals both within the department and in the school districts sufficient to mitigate challenging situations and resolve conflicting issues.
- Write reports, publications and memoranda so that complex technical subjects are clearly explained to diverse audiences.
- Communicate in public settings sufficient to provide clear, concise and effective presentations to school district personnel and members of the public and clear testimony to legislative committees.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Finance Specialist, 08/1985

REVISION HISTORY

Established 08/1985

Revised 06/2024

Title Change 06/2024