

EDUCATION FINANCE SPECIALIST 1

KIND OF WORK

Professional financial administration and analysis work.

NATURE AND PURPOSE

Under general supervision, provides analysis of school district funding and financial management; supports the legislative process which determines funding formulas and appropriations; operates aid and levy programs and advises school districts on financial management practices so that school districts are appropriately financed and fiscal resources accounted for according to state and federal laws; 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, 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 techniques.

Plans, develops and operates school 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 for current alternative financing proposals.

Writes comprehensive instructions for school district financial personnel to implement funding and accounting methods by explaining 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.

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 writing and presenting conference agenda and informational materials.

Advises school district administrators on laws and rules regulating school district financial 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 specific school finance issues to respond to legislative concerns and questions by meeting with legislators and their staffs, attending hearings and testifying before legislative committees on specifically assigned 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 analyze existing educational finance methods.

Research and analytical methods used in statistics and education finance sufficient to ensure valid and reliable data analysis.

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

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

Ability to:

Write reports, publications and memoranda so that complex technical subjects are clearly explained to diverse audiences.

Speak in public sufficient to provide clear testimony to 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 professionals both within the department and in the school districts sufficient to resolve conflicting issues.

Est.: 8/85  
Rev.:

T.C.:  
Former Title(s):