



CLASSIFIED VACANCY:

POSTED: March 7, 2022

POSITION: BUSINESS OFFICE CONSULTANT

SCHEDULE: Monday – Thursday, 20-40 Hours per week

BASIC FUNCTION:

Under the direction of the Superintendent, the Business Office Consultant oversees the Business Office operations for the Center. This individual is responsible for planning, implementing, monitoring, revising, and providing long-term projections regarding the Center's budget. This person will also prepare and submit required budget reports to the State. Other budget related duties include monitoring grant opportunities and ensuring the Center stays in compliance with grant requirements. The individual shall also be responsible for the Center's annual audit and compliance.

RESPONSIBILITIES

- Assists in planning, implementing, and monitoring the District's budget.
- Completes all required County, State, and Federal reports.
- Develops strategies and procedures to promote SoCal ROC to the public.
- Works with auditor to ensure District is in compliance.
- Attends appropriate Business services meetings, i.e. LACOE, etc.
- Attends appropriate workshops and meetings regarding school finance.
- Implements and monitors Program Based Budgeting.

EXPERIENCE / TRAINING / QUALIFICATIONS

KNOWLEDGE OF

- Budget, interim, and unaudited actuals reporting.
- California School Accounting Manual.
- School accounting and budgeting principles.

ABILITY TO

- Communicate clearly and concisely.
- Implement effective public relations strategies.
- Gather and compile accurate information in styles acceptable for publishing.
- Implement and use related computer hardware and software.
- Recognize and photograph situations which have publication and/or news value that promote the recognition of SoCal ROC programs, students, and employees.



Page 2 Continue – BUSINESS OFFICE CONSULTANT

EXPERIENCE/EDUCATION

- Possess a Bachelor's Degree in Business from an accredited college/university, and/or Chief Business Officials Certificate of completion of coursework from CASBO (or equivalent program) or an accredited college/university
- Five years of experience working in various capacities in school business.
- Thorough knowledge of school accounting and budgeting principles.
- Experience using various software programs: spreadsheets, word processing, e-mail, position control software programs.
- Experience and knowledge regarding the SACS system.
- Posses a valid California Driver's License.

CONTACT

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SoCal ROC)
2300 CRENSHAW BOULEVARD
TORRANCE, CA 90501
Attn: HR – PUBLIC INFORMATION OFFICER

Email: LLarson@scroc.k12.ca.us

Questions: 310) 224-4328

Website: www.socalroc.com

Fax: 310) 320-1029

CLASSIFIED APPLICATION PACKET REQUIREMENTS

Applicants **must** submit:

1. SoCal ROC **CLASSIFIED** Application
https://www.socalroc.com/administration/hr/applications/2021-12-09_Classified_Employment%20App.pdf
2. Resume
3. Credentials, as applicable
4. Current licenses/certificates, as applicable
5. HS Diploma or Transcripts (Official transcripts)
Legible copy may be submitted at this time.
Should you be selected as a candidate for the position, originals transcripts will be mandatory.
6. Three – four letters of references within the last three (3) years

Application packets may be scanned, sent by USPS, or hand delivered to the Center.

Incomplete application packets may not be accepted.

In-house applicants to submit In-House Application and current resume.



Page 3 Continue, BUSINESS OFFICE CONSULTANT

SALARY Hourly Rate: **\$44.92 - \$51.59**
12 month position

CLASSIFIED BENEFITS / PART-TIME

Sick Time

Vacation Time

16 Holidays

Workers' Compensation

Annual Evaluation

Approved Professional Growth

APPLE Retirement (PT)

CalPERS Retirement (Eligibility hours)

Monday – Thursday Work Week, as applicable

Free Parking

Direct Deposit

Credit Union

CLOSING DATE: UNTIL CLOSED

NOTE:

- Southern California Regional Occupational Center (SoCal ROC) is an equal opportunity employer and prohibits discrimination, harassment, intimidation, or bullying in all Center programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with person or a group of which one or more of these actual or perceived characteristics. SoCal ROC prohibits sexual harassment of SoCal ROC employees and job applicants, as well as retaliatory behavior or action against employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.
- The Immigration Reform and Control Act of 1986 require that you must be lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify this status.
- All employment is based on clearance of finger printing verification from the Department of Justice, a clear Tuberculosis Test, and a COVID-19 Vaccination card or has an Antigen or PCR test weekly based on the current COVID Mandates for schools.