

## Focus Areas

- FA1. Provide technical training and assistance to staff by implementing best practices that significantly reduce the number of manual processes through the effective use of the Escape system and other technologies.
- FA2. Assist the staff in evaluating STRS/PERS penalties and fees and work with ACOE and Escape to reduce submission errors, missing submission deadlines, and manual entries.
- FA3. Assist the staff in evaluating position control and payroll to ensure reconciliation of the two at regular intervals and work with ACOE and Escape to remedy errors and reduce manual entries.
- FA4. Provide technical training and assistance to staff by implementing best practices that identify potential budget solutions based on the efficient use of technology.
- FA5. Provide technical training and assistance to assist staff in developing budget codes that will align the LCAP goals for internal management and monitoring.
- FA6. Assist staff in identifying transfers from the unrestricted general fund “base” program to either Supplemental/Concentration grant funding or Restricted resources where feasible and in accordance with LCAP plans and grant limitations.
- FA7. Assist staff in evaluating and preparing financial reports, AB 1200 certifications, ADA projections, salary and benefit estimates, and cash flow analysis.
- FA8. Assist staff in reviewing financial reports and presentations for accuracy and consistency.
- FA9. Review Board Policies to determine their effect on business practices and make recommendations for updating and modifying policies.
- FA10. Evaluate the business procedure manual and make recommendations to improve the standard operating procedures and work flow processes within the manual.
- FA11. Determine the reason for the large restricted ending balances and recommend improvements to practices and procedures.
- FA12. Evaluate the special education budget to identify potential savings to reduce unrestricted contributions.
- FA13. Provide technical training and assistance to staff by implementing best practices that identify potential solutions to the multilevel approval process for payments and invoices without purchase orders.
- FA14. Provide technical training and assistance to staff by implementing best practices that identify potential solutions to payroll for extended leaves, FMLA, employee terminations, vacation payouts, timesheets, 403b/457 deductions, overtime, extra pay, extended contracts, verifications of employment, and W4 changes.
- FA15. Provide technical training and assistance to staff by implementing best practices that identify potential solutions to the increases in purchase orders.
- FA16. Provide technical training and assistance to staff by implementing best practices that identify potential solutions to the ongoing audit finding from ASB accounts.
- FA17. Review and analyze current and past contracts for services and their amendments and recommend improvements to reduce the costs of contracted services.
- FA18. Evaluate and recommend improvements to the organizational structure to ensure sufficient and proper staffing.
- FA19. Provide leadership coaching to management personnel.
- FA20. Assist the CFO and Senior Executive Director in budget development.