



NEW: 07/17/2019  
 Submitted: 07/16/2019

JOB TITLE:	SPECIALIST FISCAL OPERATIONS
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8024
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Manages the financial operations of the Operations Division which includes monitoring expenditures and maintaining financial records in accordance with each funding source. Performs quantitative analysis to ensure proper tracking of construction project budgets to completion.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Oversees all financial matters of the division and works with division directors on budget needs and oversight issues

Ensures timely payments for contractors and suppliers

Coordinates payment disputes and liens

Communicates with Labor Cabinet on prevailing wage and other labor payment issues

Monitors financial tracking and advises on bond and annual capital outlay projects

Supervises accounting and contracting staff

Manages and oversees the input of information into the project tracking software system

Coordinates the procurement of equipment for the division

Represents the supervisor on issues related to the delivery of support services when assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration

Three (3) years of work experience in accounting, budget development or business

Effective communication skills

Knowledge of general financial and business practices

**DESIRABLE QUALIFICATIONS**

Knowledge of computer applications

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Evidence of ability to work with groups and agencies responsible for and concerned with school budgets

Experience in a diverse workplace