



REVISED: Submitted:
08/01/2022 06/07/2022

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 Job Description was DELETED effective 08/01/2022
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, oversight issues, and ensures compliance with Model Procurement regulations

Ensures timely payments for contractors and suppliers, and coordinates payment disputes and liens

Monitors financial tracking and advises on bond, annual capital outlay, and annual facility improvement fund projects

Supervises accounting and contracting staff

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

Coordinates aspects of KAR 4:160, Capital Construction Process and ensure all appropriate Board of Education and Kentucky Department of Education approvals are received

Assists in the development of the District's Facility Plan and acts as liaison with the Kentucky Department of Education and the Local Planning Committee for all submittals and approvals

Oversees all requests for easements from public utilities, governmental agencies, and private industries

Coordinates with outside legal counsel, District's General Counsel, and Kentucky Department of Education to ensure proper execution of agreements

Assists in land acquisitions and other real estate matters

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