



NEW: 07/01/2021  
Submitted: 05/04/2021

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, 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