



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR FISCAL (FEDERAL/STATE GRANTS)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8036
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates financial component operations of the program, monitors budget operations, program purchasing, and model procurement system, in accordance with local, regional and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews financial plans and goals with supervisor, and evaluates effectiveness of the plan

Supervises program purchasing system and ensures compliance with JCPS procurement, and local, regional and federal guidelines

Oversees and monitors clerical operations of the program

Develops a system for the implementation of budget operations including model procurement, bids, analyzing budget expenditures and provides monthly status reports to program director

Assists with negotiation of contracts for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Coordinates planning, grant writing and the development of special programs, and projects as needed

Maintains a centralized inventory system of all program property and records, and establishes an accounting inventory system to maintain current records of equipment at all school locations

Provides supervisor with biweekly plans, monthly progress reports and other program reports as needed

Serves as liaison for Technology (IT) and new technology applications

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

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Three (3) years of responsible accounting operations experience

Ability to maintain accurate records and meet established deadlines

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in a diverse workplace

Footnote
<p>This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.</p>