

FUNDING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Business Manager or Assistant Superintendent for Business, an incumbent of this position performs financial records management and analysis for special programs, grants or other revenue sources for the school district. The incumbent is responsible for optimizing the attainment and use of grants and aid from Federal, State and other sources to assist in financing a broad range of support services, educational and construction programs, or equipment purchases for the school district. In accordance with prescribed procedures, with considerable latitude allowed for independent action, the incumbent performs accounting, financial recordkeeping, and analytical tasks to aid and grant budget preparation and analysis, and monitors approved program budgets. Supervision is not a responsibility of this position although the incumbent may have frequent contact with district administrators, professional staff and fiscal/clerical support staff in completing his/her job responsibilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Secures information needed to prepare budgets for funding proposals and develops special program budgets and grant applications in accordance with funding source regulations;

Researches and analyzes expenditures, statistical information and State Aid applications to maximize state aid received by the district;

Works with school district program coordinators to create a budget reflecting correct and accurate cost data;

Assists program personnel in choosing the proper source of funds and in the preparation of the budget component of the proposal;

Establishes and maintains procedures for the fiscal control of all funded projects and grants-in-aid;

Audits financial records to ensure proper accounting methods are followed and works with auditors to close books associated with grants at the end of school year;

Reviews and prepares all fiscal reports, vouchers, purchase orders and other fiscal documents relating to funded programs or grants-in-aid to insure accuracy and completeness and appropriations of charges;

Monitors and controls expenditures to conform to the program budgets and maintains close liaison with program coordinators to ensure expenditures are in conformance with intent of special grants;

Prepares billings, draw downs, and/or reports for each budgeted program and prepares final accounting of each program;

Prepares monthly reports with projected analysis to ensure proper expenditures and to maximize program resources;

Maintains billing, collection and accounting records on Health Insurance participants enrolled under Federal COBRA legislation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains payroll data and position control for all funded programs to ensure proper funding of positions in accordance with approved program budgets;

Reviews, on a random sample basis, district payroll transactions to determine accuracy and appropriateness of payment;

May assist School District Treasurer in the fulfillment of his/her responsibilities as needed or required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of accounting and auditing principles, procedures, terminology, records and reports; good knowledge of the procedures and techniques employed in the fiscal operation and auditing of a public school district; working knowledge of the laws, regulations, procedures and policies related to school district finances; ability to prepare, maintain and analyze statistical and financial information and reports; ability to present oral and written reports and recommendations clearly and concisely; ability to work cooperatively with various personnel in the preparation, monitoring and fiscal accounting of program budgets; ability to keep financial records; resourcefulness in the application of funds to district goals and needs; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; integrity; initiative; thoroughness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Finance, Business Administration or a related field and two (2) years of accounting experience, pre- or post-degree, which must have included financial analysis.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.