



NEW or
REVISED:
DATE
1/09/18

(title may change)

JOB TITLE:	Coordinator E Minority Enterprise
DIVISION:	Diversity, Equity, and Poverty Programs
SALARY SCHEDULE/GRADE:	II, Grade 6
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLASS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the implementation of programs embracing diversity/equity within the community and serves as liaison with other departments, schools and outside agencies; coordinates the development and implementation of Minority Business Enterprise and Women Business Enterprise procurement goals; facilitates the district's contractor prequalification process; maintains an updated directory of certified Minority Business Enterprise and Women Business Enterprise; and works with vendors and contractors to better understand and embrace Minority Business Enterprise and Women Business Enterprise goals.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as chairperson of the economic diversity/equity program review committee in the development and implementation of Minority Business Enterprise and Women Business Enterprise procurement.

Assumes the responsibility of coordinating the district's contractor prequalification process and consults with the supervisor and maintains an updated directory of certified Minority Business Enterprise and Women Business Enterprise.

Serves as a liaison with other units, departments, and outside agencies as required pertaining to diversity/equity issues.

Assists the supervisor and other administrators by providing data and analysis of issues that are relative to diversity/equity community programs.

Maintains complete and comprehensive files on each successful contractor's compliance with the district's good faith program.

Coordinates with the purchasing department and all procurement agencies in preparing updates that relate to Minority Business Enterprise and Women Business Enterprise involvement.

Works with school administrators on the implementation of programs embracing diversity/equity within the community.

Conducts workshops with Minority Business Enterprise and Women Business Enterprise to help with their development and expand business opportunities, develop goals, and raise expectations.

Works with vendors and contractors to better understand and embrace their Minority Business Enterprise and Women Business Enterprise goals, as well as develop mentoring opportunities.

Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with



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JOB TITLE:	Generalist of Diversity
DIVISION:	Diversity, Equity, and Poverty Programs
SALARY SCHEDULE/GRADE:	II Grade 6
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assists in supporting Diversity, Equity and Poverty Programs and implements community inclusion strategies targeted towards internal and external groups.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes media platforms to communicate with community members and internal stakeholders.
Meets with community partners to market programs and determine initiatives.
Serves as liaison between departments, unit leaders, and outside agencies.
Monitors content on DEP webpage, Blog and newsletter.
Works in conjunction with IT to ensure that all departments' databases remain up to date.
Maintain list of DEP programs and locations, and dates.
Maintains Google drive documents for internal and external viewing.
Collaborates with departments and community members to accommodate community concerns and requests.
Provides assistance to the Chief Equity Officer in departmental and district affairs that focus on equity.
Performs other duties as assigned by the Chief Equity Officer.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree
Three (3) years successful experience in community engagement and parent involvement
Three (3) years experience in digital content management
Valid driver's license

DESIRABLE QUALIFICATIONS

Evidence of strong interpersonal and leadership skills
Prior experience in an educational institution



NEW or
REVISED:
DATE

1/09/18

JOB TITLE:	Accounts Payable Finance Technician
DIVISION:	Business Support Services <i>Financial Services</i>
SALARY SCHEDULE/GRADE:	1A, 8
WORK YEAR:	260
FLSA STATUS:	Non-exempt
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Works with all phases of accounts payable. Assists with the implementation of new programs, system reports, and system upgrades. Maintains a high degree of accuracy in accounts payable related matters. Assumes responsibility of liaison between the department, MIS, and MUNIS. Works with a minimum amount of supervision and confers with coordinator when appropriate.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes the responsibility of Purchase Order Maintenance, corresponding with various JCPS cost centers.
 Performs research into payments, vendors, and archived files.
 Compares invoices to Purchase Orders and payment documents to identify and research discrepancies.
 Enters journal transactions.
 Assists in developing, updating, and revising all forms, instructions, manuals and procedures for AP functions.
 Compiles info as requested by district cost centers and/or open record requests.
 Assists with IRS research, TIN matching, W-9s, and maintaining vendor files.
 Develops reports, queries, and extract files.
 Develops and coordinates order/receiving clerk training, in conjunction with Purchasing, to assist the school finance staff.
 Coordinates MUNIS testing, system upgrades.
 Assists in all phases of 1099 processing.
 Assists in all phases of vendor check: writing, voiding and distribution.
 Assists with month-end, fiscal and calendar year-end closing to meet required deadlines.
 Assists the coordinator in meeting special requests of the office including the implementation of additional functionalities.
 Performs other duties as assigned by the designated coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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.
 Two (2) years experience in accounts payable
 Bookkeeping, accounting, or accounts payable experience
 Demonstrated ability to maintain accurate records and meet established deadlines

DESIRABLE QUALIFICATIONS

Two (2) years of business experience in related field
 Experience working with various role groups



NEW
42/42/17
1/09/18

JOB TITLE:	FINANCE SUPPORT TECHNICIAN
DIVISION:	BUSINESS SERVICES <i>Financial Services</i>
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with finance systems, training, and trouble-shooting. Coordinates and operates the districtwide finance training program in conjunction with Computer Education Support. Works to promote efficient operation and ensure adequate internal control over school finances at all locations, often working on-site along with school or departmental staff. Communicates finance risk information to Internal Audit.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists staff with access permissions and efficient operation of finance software.

Assigns and reviews permissions to finance accounting system in conjunction with staff movement to ensure controls are maintained at all locations.

Coordinates training program for finance staff in conjunction with Computer Education Support, and monitors staff attendance at training sessions.

Monitors performance, knowledge, and understanding of finance rules in conjunction with departments within Financial Services to determine which staff need additional assistance and training.

Communicates finance information to Internal and External Audit as requested, and alerts appropriate administration of concerns.

Works directly with department staff in Financial Services to determine and address training needs.

Fields questions from staff regarding effective, efficient operation of financial systems.

Coordinates new bookkeeper support system in person or through other communication methods.

Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years bookkeeping experience

Demonstrated ability to add, subtract, multiply and divide quickly and accurately

Ability to communicate effectively and analyze concerns in person, by phone or through email

DESIRABLE QUALIFICATIONS

Experience working with various role groups

Ability to solve difficult reconciliations and efficiently identify errors

the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent experience

Three (3) years of experience in monitoring and compliance work

Three (3) years of experience working with minority groups on diversity/equity issues

DESIRABLE QUALIFICATIONS

Master's Degree

Experience with minority and women business enterprises in the field of construction