



JOB TITLE:	COORDINATOR FISCAL (FEDERAL/STATE GRANTS)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8036
BARGAINING UNIT:	CLAP

REVISED: Submitted:
 09/04/2024 09/03/2024
 07/01/2023 06/27/2023

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 school and district Title 1 funds
- Oversees state reports
- 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 to Chief Financial Officer
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent work experience

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

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



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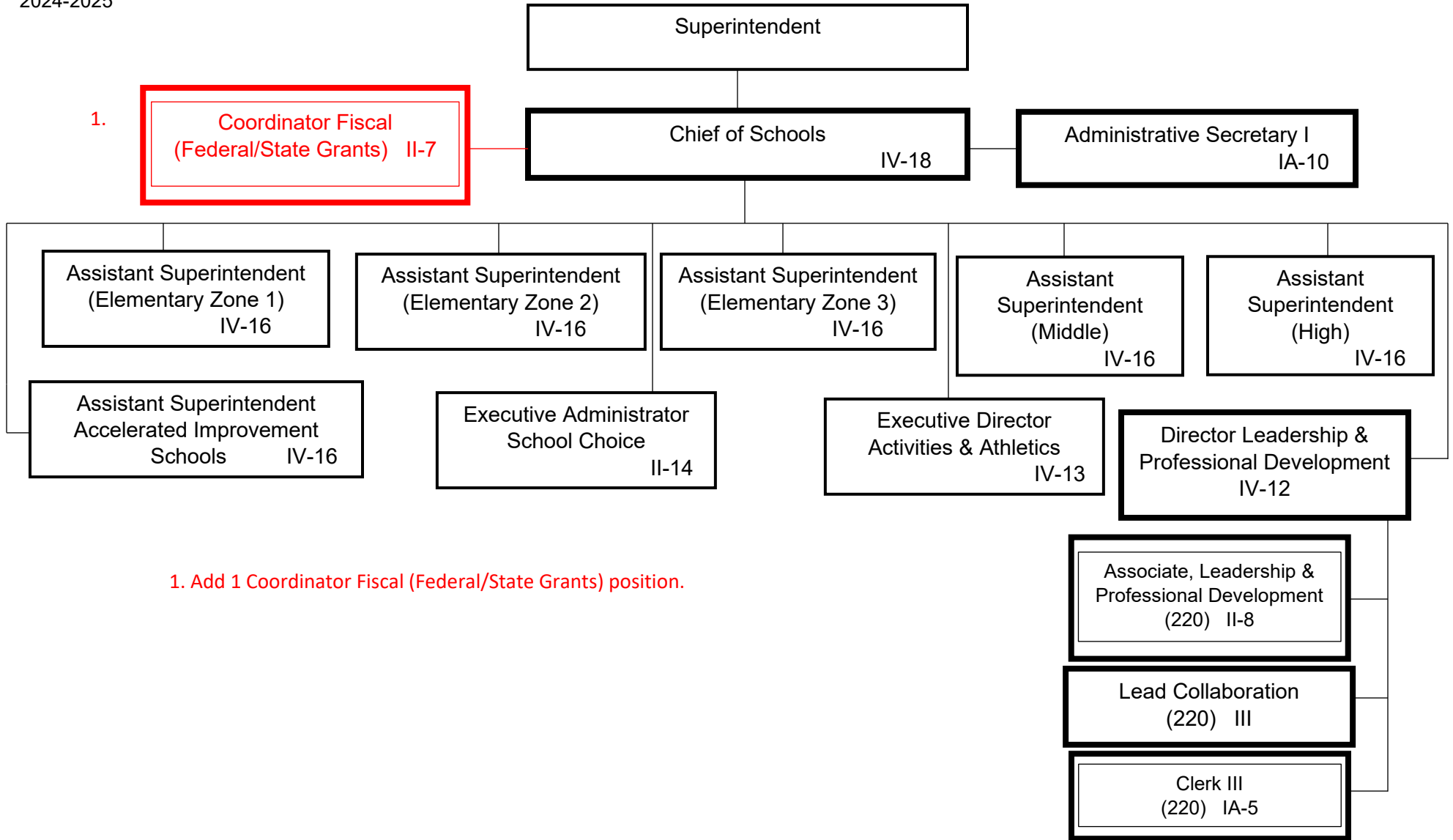
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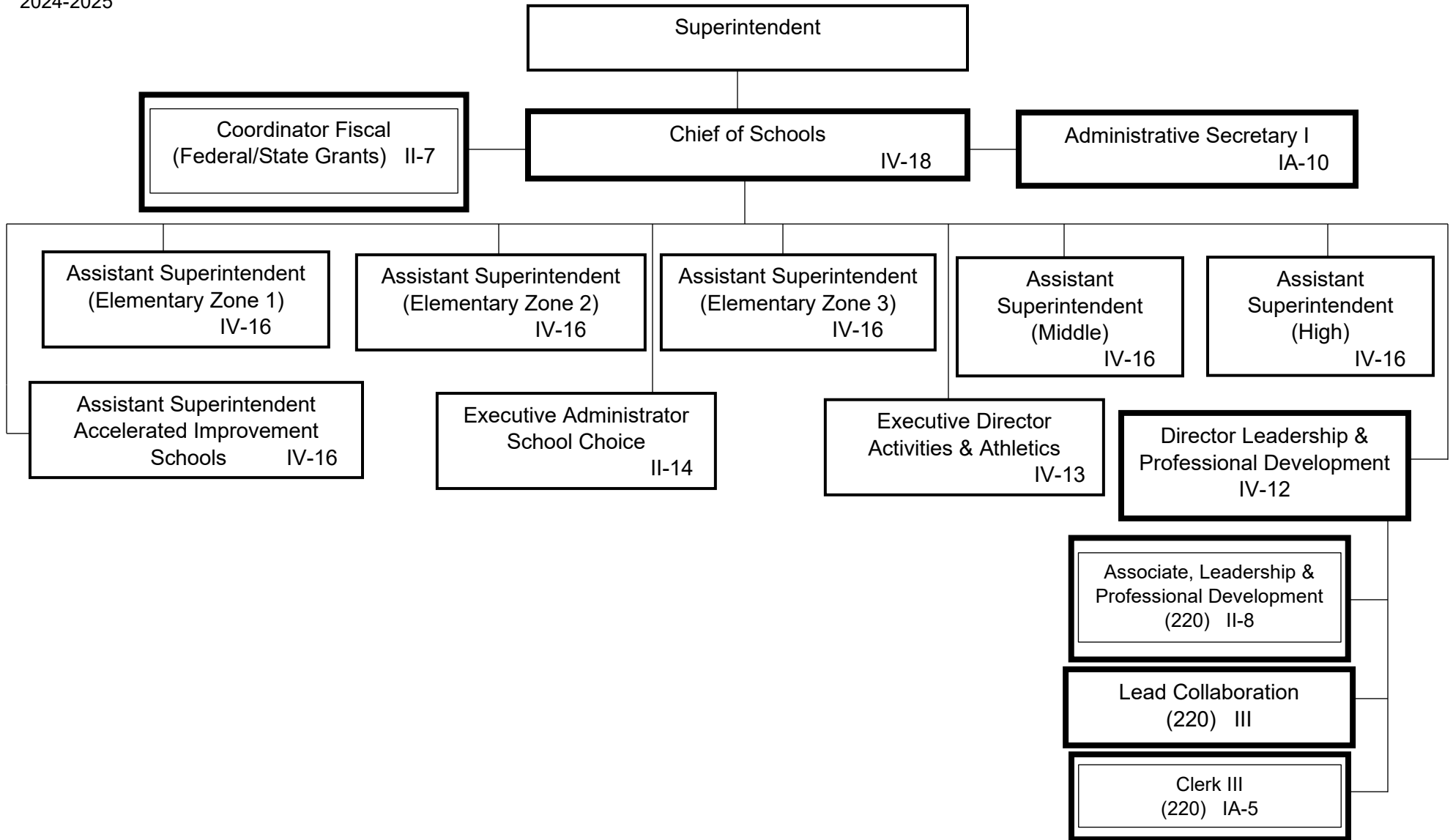
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Summary:

General Fund Positions: 4
Categorical Fund Positions: 2 3
Munis Unit No. AS1

Submitted: 06/25/2024 09/03/2024
Effective: 07/01/2024 09/04/2024



Summary:

General Fund Positions: 4
Categorical Fund Positions: 3