



## JOB DESCRIPTION

**Position Code:** 773  
**Management Group:** SJAA  
**Salary Range:** 11  
**Work Days:** 225  
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**POSITION TITLE:** Coordinator, Fiscal Support and Training

**DEFINITION:** Under general direction, develops, coordinates and conducts district-wide accounting and budgeting trainings for applicable staff and evaluates the effectiveness of trainings provided; maintains fiscal compliance and internal controls related to district-wide budgeting and accounting activities; performs highly responsible and specialized duties as assigned; serves as a resource providing support to district staff for accounting and budgeting activities for district sites and programs.

**DIRECTLY RESPONSIBLE TO:** Director, Fiscal Services

**SUPERVISION OVER:** Classified staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Develops, coordinates, and conducts district-wide accounting and budgeting trainings for applicable staff and evaluates the effectiveness of trainings provided.
2. Coordinates and evaluates internal processes and controls to ensure district-wide compliance with applicable federal, state, or local laws, regulations, and established departmental policies and procedures.
3. Assists in the development of departmental goals, objectives, policies and procedures and makes recommendations for improvements as necessary.
4. Provides technical expertise and assistance to support accounting and budgeting activities to applicable district staff and performs oversight of programs assigned to other departmental staff.
5. Performs research and coordinates the compilation of data to prepare or assist in the preparation of financial and budget reports, statements, or records required by federal, state, and county agencies.
6. Audits and verifies budget data, expenditures, and reports received to ensure compliance with district and departmental policies and procedures and applicable federal, state, or local laws and regulations.
7. Researches and analyzes legislation to identify and assess potential areas of weakness or risk within the district accounting system and provides recommendations for improvements to the district's internal controls.
8. Collaborates with the technology services department to provide information and assist in the review, development, and implementation of new or updated accounting and budgeting software applications and assists with performing feasibility checks of final products.
9. Assists with the coordination of required independent, external audits.
10. Compiles statistical data to identify trends across previous accounting periods and prepares detailed reports to provide management. Participates in the budget development process and interim budget reporting process.
11. Oversees assigned accounts and performs related functions (i.e. calculations, adjustments, reviews, projections, etc.) of revenues and expenditures based upon specific program criteria.

12. May serves as a department representative for the district at system's user-group meetings or conferences, as required.
13. Performs related work as required.

**QUALIFICATIONS:**

Education and Experience:

Any combination of training, education, and experience equivalent to a bachelor's degree from an accredited college or university with an emphasis in accounting, budgeting or financial management and increasingly responsible experience in accounting or auditing for a large agency; one year of supervisory experience in a related field.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal, state, and local laws, rules, regulations, codes, and legislation
- Knowledge of generally accepted accounting principles, practices, and procedures (GAAP) and generally accepted auditing standards (GAAS)
- Knowledge of district accounting and budget policies and procedures
- Knowledge of financial and statistical record-keeping and report preparation techniques
- Knowledge of financial analysis and projection techniques
- Knowledge and skill in the use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of research resources and data collection practices
- Ability to prepare clear and concise financial and accounting analysis reports
- Ability to audit and verify data for accuracy and make appropriate corrections
- Ability to establish priorities and meet deadlines
- Ability to work effectively with all levels of district staff and representatives of external agencies
- Ability to read, understand, interpret, and apply specific district, state, and special project accounting and fiscal requirements, procedures, policies and laws
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with all levels of district staff
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze situations and adopt an effective course of action
- Ability to maintain consistent, punctual and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff with frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 10/23/2018