

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Coordinator of Financial Services

DEPARTMENT: Financial Services

POSITION SUMMARY: Under the supervision of the Director of Financial Services, the Coordinator of Financial Services assists in the planning, organization and direct activities in the daily operations of the Financial Services Department.

ESSENTIAL FUNCTIONS:

1. Assist with the development, preparation and implementation of District Budgets.
2. Assist with the development, maintenance and reconciliation of District Position Control.
3. Maintain and monitor the budget and accounting functions of Tracy Independent Study Charter.
4. Maintain Facility budgets within appropriate funds, verifies expenditures per approved budgets.
5. Prepares difficult and complex reports for purposes including, but not limited to, district, county, state and federal reporting requirements.
6. Assists in analysis and evaluation of categorical funding.
7. Assists in the Maintenance of up to date financial statements, cashflows, and verify transactions.
8. Complete and assist with various financial and budgeting projects.
9. Prepares resolutions, agenda items and documentation required for Board action.
10. Trains district staff in proper use of budgets and budget processes.
11. Assists in the selection, training and evaluation of department personnel.
12. Supervises and directs the work of department personnel.
13. Maintains regular and prompt attendance in the workplace.
14. Performs other related duties as required.

EDUCATION AND EXPERIENCE: The ability to carry out oral and written directions; read, write and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent, and a minimum of three years of successful experience in education finance and budgeting or equivalent is required. An Associate Degree in Accounting, Business, or related field is desired. Possession of an appropriate and valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school finance;
2. Knowledge of computerized records management systems and applications;
3. Knowledge of financial statement analysis and projections;
4. Ability to plan and carry out work programs with minimal supervision;
5. Ability to analyze problems, including the implementation of effective solutions;
6. Ability to write, speak, and work effectively with individuals and groups;
7. Ability to maintain cooperative working relationships with those contacted during work (consultants and professional experts as well as all levels of district staff);
8. Ability to generate computer spreadsheets as a management tool.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.

3. Bend, squat, stoop and/or climb for extended periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in an office environment.

SALARY: Classified Management Range 23

DAYS OF SERVICE: 225 days

BOARD APPROVED: 8/8/2023