

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

**COORDINATOR OF FISCAL SUPPORT**

POSITION: Coordinator of Fiscal Support

REPORTS TO: Assistant Superintendent

LOCATION: Department of Fiscal Services

**NATURE OF WORK:**

Under the general supervision of the Assistant Superintendent, the Coordinator of Fiscal Support oversees fiscal compliance, support, and overall business operational program coordination for the Departments of Student Services and Special Education. This is a highly technical position, dealing with confidential, and complex financial internal review and budgeting projects. It involves the coordination, formulation, and assistance in the business operational execution of the Student Services and Special Education programs; maintaining accounting records and analyzing program funds; and ensuring adequate funds for program coverage. The individual in this position will be responsible for coordinating and implementing the accurate financial reporting, business operational oversight of Special Education and Student Services funds, to include Concentration of Poverty in compliance with the Blueprint initiative.

**ESSENTIAL FUNCTIONS:**

- Coordinates, implements, and oversees all fiscal requirements to support the Departments of Special Education and Students Services, with specific attention to the Concentration of Poverty schools;
- Serves as direct fiscal support to the Community School Coordinators on all fiscal, accounting, purchasing, inventory, and staffing and payroll;
- Review, analyze, and interpret financial data for budget briefs, Maryland State Department of Education reports, correspondence, and presentations; make recommendations for future initiatives; assist in the implementation of new ideas and financial strategies to support the Departments of Special Education and Students Services;
- Prepare Special Education maintenance of effort cost reports for certification, and annual fiscal requests required by MSDE;
- Perform work independently, in a highly sensitive and confidential environment, following the policies and procedures established for the public school system;
- Participate in audits providing requested information, review of accounts, preparation, and review of assigned audit statements, and make recommendations and procedural changes to ensure compliance;
- Provide guidance and oversight of financial program management and support to Concentration of Poverty school business operations;
- Explores funding opportunities, plans and writes grant proposals to support program initiatives, in collaboration with the Departments of Special Education and Student Services;
- Work under rigorous time constraints is required at peak times to meet deadlines;
- Serves as the on-site backup to the Department of Fiscal Services Coordinators in a variety of capacities, as needed;
- Support the facilitation of business and community partnerships to promote student-centered programs; and
- Serves as a member of various special education and student services teams.

**DUTIES AND RESPONSIBILITIES:**

- Initiates, monitors, and provides coordinated supervision for fiscal compliance of grant funded programs;
- Meet with and provide technical, and fiscal advice and assistance to Special Education and Student Services staff in the compilation of statistical, fiscal, and program information to provide formulation and development of the departments budget requests, including the interpretation of budget policies;
- Provide regular financial analysis, accounting, project management, and purchasing support to the Departments of Special Education and Student Services;
- Engages in program management, evaluation, completion of reports to funding agencies, public relations and fiscal management of each funded program;
- Develop and maintain an updated staffing needs analysis and allocation for both school district employed staff and contractual relationships;
- Provide direct supervision to the Fiscal Records Specialist and direct collaborative oversight to the business operational support at the Concentration of Poverty schools;
- Works directly and collaboratively with school-based staff, community partners, and other departments, as appropriate;
- Demonstrates professional leadership and collaboration in all contacts with system personnel and the public;
- Develops and revises policies, regulations, procedures, programs, publications, and operations in support of fiscal efficiencies, internal controls, and compliance for the Departments of Special Education and Student Services;
- Develops and conducts professional development sessions to enhance the business operations of current programs and implement new programs;
- Represents the school system at federal, state, and local community meetings;
- Other duties, including a multitude of internal fiscal, policy, and procedural review special projects as assigned.
- Maintains integrity and confidentiality; and
- Performs other duties as assigned.

#### QUALIFICATIONS:

Applicants must possess:

- A bachelor's degree (master's preferred);
- Minimum of five years of leadership and supervision experience;
- Minimum of five years of project management experience;
- Minimum of ten years of fiscal management, accounting, estimating, and budget management experience;
- Demonstrated ability to relate well to students, teachers, parents, and community members;
- Demonstrated exemplary organization, management, and technology skills;
- Ability to project a positive image to the public;
- Demonstrated the ability to communicate effectively, both orally and in writing; and
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for the purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

**SALARY GRADE RANGE:** The salary for this position will be based on SMASA salary schedule – Range B.

**BARGAINING UNIT:** SMASA

11.2022