

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Assistant Fiscal Manager **DATE:** September 23, 2015

REPORTS TO: Director of Business Services **APPROVED BY:** Board of Directors

JOB SUMMARY: Assist in coordinating the budgeting and accounting functions for all special education funds, assists in assuring that all funds are utilized effectively and in a timely manner to ensure federal, and local guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist in the preparing and monitoring of the information necessary to complete and implement all special education plans and budgets for original submission, budget revision, and final expenditure reports or audits.
2. Assist in verifying all special education revenues are received and recorded in the proper manner and that all other transactions affecting these programs are properly recorded in the accounting system.
3. In conjunction with the Fiscal Manager, assist in determining a systematic pricing structure for special education services offered to area agencies and local school districts.
4. Assist in providing fiscal assistance to local school districts in all matters related to special education.
5. Assist in monitoring compliance with state and federal guidelines and/or laws for all grant sub recipient agencies and school districts as required by the respective grant agreements.
6. Assist in coordinating the purchase of all special education equipment and supplies.
7. Assist in preparing financial analyses for the Director of Special Education and school districts, upon request.
8. Assist in processing of medical assistance billing, and assist in preparing and submitting budgets.
9. Assist in overseeing the payment and reporting functions of special education transportation.
10. Assist in overseeing bus routes, as prepared by bus contractors, for Midwestern Intermediate Unit IV programs as requested by districts.
11. Assist in developing and coordinating a contractual transportation program to meet all requirements of the daily instructional program.
12. Assist in recommending approval to the Board of Directors for alterations to contractual agreements when necessary.
13. Assist in formulating the specifications to be incorporated in

contractual agreements.

14. Assist in developing recommendations for future transportation needs.
15. Perform other duties as assigned by the Director of Special Education and/or the Director of Business Services.

QUALIFICATIONS:

- Three (3) years experience in business/accounting functions required
- Bachelor's degree in business administration, accounting or finance required
- Knowledge of public school accounting, budgeting, and special education environment
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills; working knowledge of Microsoft Office
- Ability to operate various office equipment
- Must possess business and office management skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)