

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Fiscal Manager

DATE: May 21, 2003

REVISED: August 13, 2014

REVISED: November 14, 2018

APPROVED BY: Board of Directors

REPORTS TO: Director of Business Services

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

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepare and monitor 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. Verify 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. Determine, in conjunction with the Director of Special Education, a systematic pricing structure for special education services offered to area agencies and local school districts.
4. Provide fiscal assistance to local school districts in all matters related to special education.
5. Monitor 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. Coordinate the purchase of all special education equipment and supplies.
7. Prepare financial analyses for the Director of Special Education and school districts, upon request.
8. Oversee the processing of medical assistance billing, and prepare and submit budgets.
9. Oversee the payment and reporting functions of special education transportation.
10. Oversee bus routes, as prepared by bus contractors, for Midwestern Intermediate Unit IV programs as requested by districts.
11. Develop and coordinate a contractual transportation program to meet all requirements of the daily instructional program.

12. Recommend 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. Develop recommendations for future transportation needs.
15. Perform other duties as assigned by the Director of Business Services and the Director of Special Education.

QUALIFICATIONS:

- Three (3) years of 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.)