

**Marin County Office of Education (Marin COE)
as Administrative Agent for the
California Collaborative for Educational Excellence (CCEE)**

Professional Expert Description

Fiscal Coordinator

THE POSITION:

Reporting directly to the assigned Deputy Executive Director (DED), the Fiscal Coordinator serves as the primary point of contact who provides professional and specialized fiscal support to the California Collaborative for Educational Excellence (CCEE). This position works closely with the assigned DED to manage and coordinate the fiscal activities for CCEE and serves as the liaison with CCEE staff and the Marin County Office of Education's (Marin COE) Administrative Agent to ensure fiscal compliance with state and CCEE policies. The Fiscal Coordinator performs a variety of technical, budget, payroll, and accounting duties under minimal supervision. Works independently with the ability to quickly pivot, under pressure at times, to effectively manage a wide variety of fiscal responsibilities and confidential matters with discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Fiscal Coordinator position, and:

BUDGET PREPARATION AND MAINTENANCE:

- Supports development and maintenance of budget(s) including projected income and expenditures.
- Monitors receipt of materials and invoices.
- Reviews records verifying payment of expenditures and balances.
- Tracks current expenditure status to determine whether the contract amount should be increased or decreased (contract amendment) and prepares encumbrance report for project managers and deputies.
- Participates in weekly business team meetings, along with assigned Deputy Executive Director, reporting on current budget plans and collaborates on future budget development.
- Processes Independent Contractor agreements, encumbrance, expenditure, billing, or invoices for district utilization of service, workshop attendance, or other activities.
- Reviews past and current Part Time Professional Experts (staff) encumbrance/expenditure to determine the budget for following fiscal year.

CONTRACT PREPARATION AND PROCESSING:

- Leads the preparation and draft review of CCEE's large portfolio of contracts.

- Directs communication with CCEE external partners and MCOE in the process of contract execution.
- Processes, tracks, and records on all stages of CCEE contracts.
- Processes invoices and reimbursement requests pursuant to CCEE contracts with third parties.

PAYROLL PROCESSING AND PURCHASE ORDERS:

- Administers purchase orders for Independent Contractors.
- Works with Marin COE to verify accurate funding sources for purchase order processing.
- Manages all partners W-9's submission to current vendor system.
- Facilitates timely submission of Part Time Professional Expert (staff) timesheets, including the reviews and coordination of approvals.

INTERNAL FISCAL MATTERS:

- Reconciles, reviews and processes high volume of credit card statements and travel reimbursements.
- Manages tracking on all Cal Card expenditure related to CCEE staff work travel and other necessary expenditure. Support all CCEE Professional Experts (staff) who do not have Cal Card to arrange work travel.
- Trains Administrative Assistants in preparing forms and supporting documents to complete staff reimbursement reconciliation and Cal Card reconciliation.

FISCAL LIAISON:

- Assists with year-end closing and audit inquiries as applicable.
- Serves as main point of contact between CCEE and Marin COE related to all fiscal matters.
- Views and prepares open Purchase Order/encumbrance report in QSS.

Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Education

Bachelor's degree from an accredited college/university is required. Equivalent years of experience can be substituted for a Bachelor's degree.

Experience

A minimum of four years' experience working in preferable school finance and/or business office required.

KNOWLEDGE OF:

- Basic budgetary practices
- Functions of financial systems
- California School Accounting Manual
- California's Standardized Account Code Structure

- California Collaborative of Educational Excellence policies, or ability to learn

SKILLS AND ABILITY TO:

FINANCIAL SKILLS:

- Read and understand financial documents
- Read and understand contracts
- Ability to learn advanced functions of financial systems
- Track and understand multiple, complex financial activities
- Review and assign financial transactions based on California's Standardized Account Code Structure

OPERATIONAL SKILLS:

- Operate a computer and various software applications/databases, dictation/transcription equipment, calculator and duplicating equipment;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Resolve issues and challenges; ensure issues and challenges are appropriately communicated;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices;
- Plan and arrange work toward set objectives, referring only unusual cases to supervisor.

LANGUAGE SKILLS:

- Written communication to prepare clear, concise letters, memoranda and other written documents with correct grammar, punctuation and spelling;
- Oral communication to communicate effectively, tactfully, diplomatically, and sensitively;
- Reading comprehension skills to interpret policies, administrative regulations, laws and programs and accurately explain to others.

MATHEMATICAL SKILLS:

- Computational skills involving addition, subtraction, multiplication, division and percentages.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions of intermediate complexity;
- Ability to deal with standardized situations with variables;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively coordinating a variety of simultaneous functions in a multi-operational department;

- Research skills to identify and collect appropriate data.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs
- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in inside environmental conditions with:
 - Minimal temperature variations,
 - A generally hazard-free environment,
 - A clean atmosphere
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Works under stressful conditions with numerous interruptions and shifting demands