



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Coordinator IV #5085
District Financial Services
Business Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Division Director of District Business Services, oversees and performs a wide variety of complex financial and accounting duties. Acts as liaison with the County of San Joaquin Treasury and banking institutions. Provides financial system technical support to users, oversees school district commercial warrant processing and auditing, revenue distribution to LEAs and cash control. Exercises independent judgment and problem-solving skills in relation to assigned areas of responsibility. Does related work as required.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of a related nature may be substituted for degree requirements.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years' experience as a manager in a business-related position. Ability to carry out significant school finance functions with minimal direction, accurately and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting, finance, and budgeting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual; School finance formulas, accounting procedures, audit process,
- California budget and accounting process

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff as related to financial services.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Perform highly specialized accounting and financial functions.
14. Develop, document, and maintain standard operating procedures for department programs, services, and operations to ensure consistency and compliance.
15. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.