

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECRETARIAL and CLERICAL
4067 SIG Fiscal Specialist
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JOB TITLE: SIG FISCAL SPECIALIST (PART-TIME)

REPORTS TO: Director of No Child Left Behind (NCLB)

SUPERVISES: None

NATURE AND SCOPE OF JOB:

The SIG Fiscal Specialist shall oversee and coordinate SIG federal and state funds. This position must work collaboratively with the administrative and instructional staff to effectively coordinate, manage, and prepare fiscal reports related to compliance with the SIG legislation.

QUALIFICATIONS:

The SIG Fiscal Specialist:

1. Hold a Bachelor's Degree from an accredited college or university or extensive experience in the areas listed below.
2. Minimum of 10 years experience in budget development and grant reporting.
3. Have at least (10) years experience in State, Federal, and Educational grant programs.
4. Have at least (10) years budgeting, and/or GAAP Procedures.
5. Have knowledge of SIG guidelines and mandates.
6. Hold a valid driver's license with no serious violations.
7. Have the ability to handle multiple tasking successfully.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Have excellent integrity and demonstrate good moral character.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

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12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The SIG Fiscal Specialist – shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The SIG Fiscal Specialist shall:

1. Coordinates with the Assistant Superintendents, Directors, Principals, Supervisors, and Non Public Schools, in completion of the SIG fiscal requirements.
2. Develops and manages a budget for SIG and SIG Schools No. 4 and 10.
3. Coordinates budgets to support assigned programs.
4. Entering entire budget and quarterly reports into EWEG On-line system with the Department of Education's deadline.

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5. Assume the responsibility for completing performance, data collection reports, comparability, maintenance of effort, closeout, and carryover reports as mandated by SIG Title I Office.
6. Coordinates position control utilizing Human Resources Management System with grant positions/salary budgets including financial interface.
7. Assist in managing contracts and funds for non public schools.
8. Develop spreadsheets and databases as required.
9. Assist in preparing Personnel Actions, Board Resolutions, Contracts, Summary Sheets for all new hires, consultants, vendors, after-school programs, and summer school programs.
10. Participate in appropriate in-service and workshops program and attend any required meetings.
11. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
12. Demonstrates management, problem solving, and organizational skills.
13. Use computers and/or electronic equipment to fulfill job functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

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2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

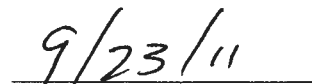
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of No Child Left Behind (NCLB) shall evaluate the SIG Fiscal Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.


Approved


Date