

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

**PARAPROFESSIONAL-EDUCATIONAL
4167 Fiscal Monitor for the Division of
Pupil Personnel Services
Page 1 of 6**

REVISED

JOB TITLE: FISCAL MONITOR

**REPORTS TO: Assistant Superintendent for the Division of Pupil Personnel
Services or Assigned Administrator**

SUPERVISES: Assigned Staff

NATURE AND SCOPE OF JOB:

The Fiscal Monitor performs the work involved in monitoring, collecting, maintaining and reporting of all fiscal information including grants and contracts. The position will supervise assigned staff, interact with divisional administrators and various units within the district. The Fiscal Monitor will work directly with all directors and team members to provide a data base for electronic reporting of student related services for the purpose SEMI projection and attainment.

QUALIFICATIONS:

The Fiscal Monitor shall:

1. Hold a minimum of a Bachelor's Degree in Accounting/Finance from an accredited college or university.
2. Applicants who do not possess required education may substitute a related Bachelor's Degree or experience as indicated.
3. Have five (5) years of professional accounts payable, auditing, payroll, accounting, budgeting, of managerial experience.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and community.
7. Demonstrate ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations and telecommunications.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

PARAPROFESSIONAL-EDUCATIONAL 4167 Fiscal Monitor for the Division of Pupil Personnel Services Page 2 of 6

9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. 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 the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.
14. Exhibit competency in accounting for Federal and State funds with a good understanding of federal and state guidelines, fiscal reporting and compliance as well as knowledge of GAAP.
15. Demonstrate excellent analytical skills with strong attention to details and meeting deadlines.
16. Possess software literacy with strong emphasis on accounting application such as Edumet and Microsoft applications (Excel & Word).
17. Ability to work independently as well as to lead and direct the work of others in a team environment.
18. Coordinating work order and equipment/supply order to ensure accountability of purchases.

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.
5. Official college transcript.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

**PARAPROFESSIONAL-EDUCATIONAL
4167 Fiscal Monitor for the Division of
Pupil Personnel Services
Page 3 of 6**

EMPLOYMENT TERMS:

The Fiscal Monitor shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions 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 Fiscal Monitor shall:

1. Monitor third part service providers and support assigned unit by collecting and maintaining vendor financial information consistent with the executed contract.
2. Supervise assigned staff.
3. Make inspections of vendor documents and records to ensure compliance to internal guidelines.
4. Provide compilations of statements and reports.
5. Conduct of investigations, examinations, and other inquiries of vendor and unit accounts, records, and prepare various reports.
6. Prepare financial, budget and statistical tabulations.
7. Interpret and enforce contracts.
8. Review and approve payments to third party service providers.
9. Assist in drafting third party contracts.
10. Assist with designing, revising, and installing data collection systems.
11. Perform work involved in the collection of financial summaries and other statements.
12. Apply and adhere to New Jersey laws and regulations for accounting in school districts.
13. Use computers and/or electronic equipment to fulfill job functions.
14. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

PARAPROFESSIONAL-EDUCATIONAL 4167 Fiscal Monitor for the Division of Pupil Personnel Services Page 4 of 6

15. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participate in appropriate in-service and workshop programs and attend any required meetings.
17. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
18. Efficiently perform, coordinate and monitor all fiscal activities for seven (7) locations and several subdivisions within the Division of Pupil Personnel Services.
19. Prepare application, annual budget and reports for IDEA-B Basic and IDEA-B Preschool Federal funds as well as monitor Chapter 193 State funds.
20. Monitor budgets and perform account analysis on a regular basis and report key budgetary issued to Division administrators and offer suggestions about resource utilization.
21. Monitor Federal and State funds allocated for non-public schools.
22. Perform salary/payroll reconciliation in order to monitor personnel budget as well as oversee and assist in the preparation of other account reconciliations.
23. Review all contracts and monitor the processing and execution of these contracts.
24. Interact with Divisional administrators in all locations regarding the status of expenditures and personnel and to ensure that purchase orders for contracts and all other expenditures are paid in an expeditious manner.
25. Monitor applicant tracking system for use in the hiring and tracking of employees within the Division.
26. Oversee and assist in implementing the Medicaid reimbursement process.
27. Identify fiscal problems and exercise good judgment within defined procedures and practices to determine appropriate courses of action.
28. Develop, prepare and organize statistical tabulations, spreadsheets and documents for internal and external reporting.
29. Interact with DOE on the state and county level and with District's accounting/finance department on all fiscal issues relating to the Division of Pupil Personnel Services.
30. Works directly with all directors and team members to provide a data base for electronic reporting of student related services for the purpose SEMI projection and attainment.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

PARAPROFESSIONAL-EDUCATIONAL

**4167 Fiscal Monitor for the Division of
Pupil Personnel Services**

Page 5 of 6

31. Adhere to Federal Statutes and Regulations, New Jersey School Law, Construction Codes, State Board of Education Rules and Regulations, Board of Education Policies and Procedures, and contractual obligations.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

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.
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.

JOB DESCRIPTION

____ PATERSON BOARD OF EDUCATION

PARAPROFESSIONAL-EDUCATIONAL
4167 Fiscal Monitor for the Division of
Pupil Personnel Services
Page 6 of 6

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 Assistant Superintendent for the Division of Pupil Personnel Services or assigned administrator shall evaluate the Fiscal Monitor 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.

Michael E. Slawson
Approved

5/19/08
Date