

Job Description

Prepared/Revised Date: July 2024

Job Title: **Athletics & Activities Financial Specialist**
Job Family: **Athletics and Activities**
Pay Program: **Classified**
Work Year: **12 months**

Job Code: **1171**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G13**

SUMMARY: Performs financial related tasks, including analyzing department and project budgets, maintaining financial ledgers, budget allocation, posting, reviewing and reconciling journal entries, budget transfers, transfer of expenditures, requisitions, collect & deposit dues/fees/invoices from students, staff and outside vendors, monitor and post purchasing card transactions, monitor salary/benefit reports. Create and distribute requested reports and spreadsheets. Coordinate and/or assist with the hiring process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain financial ledgers on district accounts and various other budgets by making entries into Excel workbooks and reconciling to the district accounting system. First point of contact for stakeholders including; school, department, and district staff regarding budget questions and concerns. Prepare, gather and assist department heads with budget pages, allocations and analysis through use of district technology systems. Record or recommend for authorization expenditures, deposits and transfers. Initiate and process budget transfers, transfer of expenditures including corrections and realignment of the school's athletic budget and the department budget. Collect, track, reconcile, bank/credit card statements monthly. Send proper coding to Accounts Payable to ensure revenue is allocated to appropriate accounts. Track Title IX allocations and expenditures to ensure requests are in compliance. Provide support to other department personnel on budget content and reconciliation. Create reports, analyze, discuss, inform and make department and project budget recommendations. Including budget status reports, detail transaction reports, and/or monthly labor/benefit report. Allocate funds, research, analyze and monitor various budgets and transactions. Initiate and/or monitor voucher requisition payments for purchasing, receiving and distribution of materials and supplies. Prepare, copy and file all paperwork associated with the department's financial transactions. Maintain financial records as required by the district. Attend budget meetings as necessary.	D	40%
2. Order materials and supplies for school/department using district purchasing (p-card) or financial system. Process accounts payable by receiving, tracking and paying invoices using p-card or by preparing a voucher request with required documentation. Communicate with vendors, Purchasing, and Accounts Payable for payment and follow-up. Research if a Procurement Deviation Justification (PDJ) is required and create as needed. Research availability, utilize bidding process, track orders, enter receipt of orders in the financial system, distribute shipments to appropriate departments, and handle merchandise returns. Manage p-card transactions by reviewing and editing online transactions, collecting related receipts, completing monthly reports to meet district p-card requirements, and maintaining and managing p-card users within the department. Complete mapping of p-card and assist staff with questions regarding p-card mapping. May write or assist with completing service contract requests. Ensure department staff follow purchasing guidelines including the use of service contracts and that contracts are kept up to date. Create/process requisitions as needed. Follow up to ensure order is received in a timely manner; communicate requisition status with stakeholders including warehouse staff, Accounts Payable, and other staff as needed. Ensure payments are processed in a timely manner.	D	25%

Job Tasks Descriptions	Frequency	% of Time
3. Coordinate and/or assist with the hiring process, personnel data and files through the use of district information technology systems. Organize and screen applications and prepare and submit final hiring information to Human Resources for approval. Maintain and update all personnel changes, including FTE changes, resignations, terminations, leaves of absences, transfers and retirements of department and school-based employees to ensure personnel are paid from proper accounts and staffing and/or budget is available for position. Create and/or approve job postings for department and school-based coaching positions. Track coaching FTE per school as well as verify coaching rosters. Research, determine eligibility, prepare and distribute stipend letters. Calculate stipend amount per district guidelines. Complete paperwork for payment of stipends, postseason pay, and/or other pay. Calculate and process post-season pay for all eligible district coaches. Calculate additional pay adjustments as needed.	D	25%
4. Responsible for review, approval, verification, and validation of reported time in district time and labor system. Approve time weekly meeting establishes payroll deadlines. Review and reconcile monthly payroll reports to ensure accuracy of salary and benefit payments. Work with appropriate staff and/or departments to ensure corrections/adjustments are made.	W	5%
5. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in accounting and/or bookkeeping preferred.
- Minimum of three (3) years of experience in bookkeeping, accounting, budgeting, and computer software.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Critical thinking and problem solving skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically with district information technology systems and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong customer service and public relations skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to work independently.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems, personnel, payroll, email, and credit card systems within 1 month after hire
- Operating knowledge of department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, Google Applications, and the Internet.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-Mail, 10-key, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Athletics & Activities	3028

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist, analyze, discuss, inform and make budget recommendations. Monitor, reconcile, authorize account balances and transactions, expenses, transfers, deposits, journal entries, and requisitions. Provide reports and, prepare bank deposits. Prepare budget pages for fiscal year adoption.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	