



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II, Fiscal Services</b> <b>Greater Valley Conservation Corps (GVCC)</b> <b>County Operated Schools and Programs</b>	<b>#6179</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 12</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Division Director, performs a variety of complex financial duties related to maintaining oversight and integrity for all GVCC's assigned budgets and grants. Provides assistance in the preparation and maintenance of budgets, position control, payroll, financial reports, and accounting records, works closely with Local, State and Federal agencies. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Experience of a related nature may be substituted for degree requirement.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Three years of experience demonstrating high level responsibility of detailed budget/accounting and financial analysis and reporting experience implementing complex workforce development programs, writing reports managing budgets, developing, and maintaining partnerships with businesses industries Human Resources and community-based organizations. Experience working in a county office of education, local Conservation Corps, or school district.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- the California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual; school finance formulas; accounting procedures; local Conservation Corps grants programs essential functions and audit processes

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level
- structure tasks, establish priorities and set goals
- demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds

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 county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge of 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. Serve as liaison between education institutions, business departments grantees and outside agencies.
14. Perform highly specialized budget/accounting functions.
15. Facilitate bi-weekly and monthly meetings with appropriate GVCC staff.
16. Meet with partners, assist with writing and editing proposals and grants draft cost estimates for new and existing projects.
17. Understand cost allocations of all budgets assigned.
18. Understand GVCC crew logs, payroll, and time accountability using CorpsNet software.
19. Perform annual vehicle and equipment inventory.
20. Performs 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 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.