



## Job Description

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| <b>POSITION TITLE:</b> | <b>Coordinator II, Fiscal Services</b>   | <b>#6260</b> |
|                        | <b>Teachers College of San Joaquin</b>   |              |
|                        | <b>Professional Learning and Support</b> |              |

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| <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/President of Teachers College of San Joaquin, perform a variety of complex financial duties related to maintaining the integrity of the college's student accounts receivables and collections efforts. Implements and maintains policies and procedures related to student financial services. Provides assistance in the preparation and maintenance of budgets, financial reports, and accounting records. 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 in Accounting, Business Administration, or related field. Experience of an extraordinarily related nature may be substituted for degree requirement.

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

Five years' experience as a manager in a business-related position. Ability to carry out high level school finance functions with minimal direction accurately, and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working in an institute of higher education, with a focus on student financial services, including tuition and loan receivables; 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:

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

Ability to:

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

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- proven skills in conflict resolution and customer service

- 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, government agencies, students, faculty 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 the 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. Oversee the college receivables/collection portfolio, including monitoring and maintaining student accounts, establishing, and tracking student payment plans, and invoicing and reconciling account balances.
14. Analyze financial data and prepare reports for program, and external entities, e.g., federal, state, and the IRA, with the highest levels of accuracy.
15. Primary liaison and contact regarding Federal Student Aid, including loan deferment, and governmental policies and procedures.
16. Ensure collaborative actions exist between all teams who provide or are impacted by student financial business processes and expedite resolution to all financial issues.
17. Perform highly specialized budget/accounting functions.
18. Perform 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, SJCOE and school district staff, faculty, outside agency staff, and the public.