

Market Range Detail - Education Service Finance Coordinator

Effective Date

September 15, 2014

Market Range Title Description

PURPOSE STATEMENT

The purpose of this position is to provide Accounting and School Business Management consulting services, oversight and collaborate with small school district personnel. The Coordinator will ensure that district resources are prudently managed and compliance protocols followed so that every child, in supported small school districts, has the resources he or she needs to learn and every teacher and principal has the tools and resources to provide an effective learning environment—everything from reliable transportation and nutritious meals, to secure and safe buildings and up-to-date technology.

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Ensure all small school districts adhere to all required accounting policy and procedures:
- Manage, analyze and support accounting systems including: the chart of accounts, reconciliation of general ledger accounts.
- Provide analysis, consultation and direct guidance for effective implementation of the Uniform System for Financial Reporting (USFR) and Arizona Revised Statutes Title 15 (ARS) to small school districts.
- Monitor school district Revenue Control Limits and Expenditures to ensure that a school district does not exceed its General Limits of Spending Authority and adjudicate outstanding issues on behalf of the small school districts.
- Monitor all financial procedures to ensure effective and efficient operations and modify each area needing improvement.
- Establish and maintain accounting procedures that assist the timely reporting of financial status for each small school district.
- Perform as a coordinator between the County Education Service Agency, County Small School Districts, Arizona Department of Education, and Attorney General's Office to provide continuous improvement on the level of service to Small School Districts.
- Conduct audit activities and administer appropriate control systems to ensure compliance with State Statutes and Federal Laws. Assist School Districts with audit services through compliance and trending.
- Monitor State and Federal financial management policies and regulations and alerts client school districts to potential problems and/or changes.
- Facilitate and act as liaison on matters pertaining to Financial Affairs. This includes, but is not limited to, monitoring/auditing contracts and other legal activities, making recommendations of positions on legal actions in accordance with Arizona Revised Statutes pertaining to Fiscal Issues.
- Recommend changes to or amendments to State Fiscal Laws.
- Work in conjunction with State Agencies and Professional Organizations to analyze legislative rules and updates related to school finance for the purpose of collaboration with Small School Districts on the potential impacts of legislation.
- Conduct Financial Planning and Analysis with an emphasis on the Financial Impact of Strategic Planning Goals
- Evaluate and recommend funding options for debt management which may include Developing Outside Funding Sources
- Analyze Economic and demographic Data to Develop Multi-Year Forecasting models
- Advise District on School facility Master Plan and work closely to improve the Operation and Maintenance of School Campuses
- Assist in Developing a Technology Plan, including long term strategic positioning of infrastructure and telecommunication system(s)
- Assist and analyze in the development of E-rate technology planning.
- Provide support and guidance to effectively manage Transportation Services, Food Service Programs and Purchasing Process

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$28.85	\$34.07	\$39.29

Likely Minimum Qualifications

- Bachelor's degree in Finance, Accounting or relevant field. Minimum of 2 years financial management experience. Minimum of 1 year of finance experience in school district business services.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

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