

# Market Range Detail - Education Service Finance Manager

## Effective Date

September 15, 2014

## Market Range Title Description

### PURPOSE STATEMENT

The purpose of this position is to serve as a consultant to school districts, staff, and community in the planning, development, initiation, implementation and evaluation of fiscal programs.

### 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.

- Supervise the fiscal activities of school Districts and Charter Schools to ensure Federal and State funding is properly spent and accounted for.
  - Consult with and advise school districts and charter schools regarding the acceptance of funds in accordance with all applicable Federal and State Statutes and Regulations.
  - Examine and analyze accounting records to determine financial status and grant compliance concerning operating procedures and financial expenditures.
  - Prepare financial reports and presents to the Assistant Superintendent for Economic Management and Consulting.
  - Supervise and coordinate activities of auditors specializing in specific operations of districts undergoing audit.
  - Ensure the development of Quality Fiscal Grant Compliance through a coalition of County School Districts, State Department of Education and Statewide County Education Service Agencies
  - Ensures the effective and efficient implementation of Federal/State Grants.
  - Provide and report all pertinent data regarding Federal/State Grants to the Assistant Superintendent for Economic Management and Consulting and takes appropriate actions as required.
  - Coordinate with the Arizona Department of Education and Statewide County Education Service Agencies mutually agreed upon strategic and tactical plans of action for the design, implementation and evaluation for each Federal/State grant functioning through the County Education Service Agencies.
  - Establish the requisite fiscal data needed to establish "benchmarks" required for the effective design of grants implementation and other activities.
  - Supervise staff development programs for Principals and Central Office Administration that will enable them to successfully implement fiscal requirements and requirements of each Federal/State Grant.
  - Supervise the delivery of staff development programs for Maricopa County Education Service Agency Staff that will enable them to successfully implement the fiscal and Grant requirements.
  - Maintain web-site with access to information, research, results, and tools to assist others in the effective management of grant funding.
- Assist with developing proposals, driven by Research Data of Best Practices, which will improve the implementation of Federal/State Grants.
- Design and facilitate financial services, conferences, seminars, workshops and study sessions designed to ensure best practices, which will improve the implementation of Federal/State grants.

## Market Range

### Minimum Hourly Rate

\$33.44

### Midpoint / Hiring Maximum

\$39.38

### Maximum Hourly Rate

\$45.32

### 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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## Likely Minimum Qualifications

- Masters' Degree in Education or Business and three years successful experience in: Federal/State Project Management/Compliance, Project Reporting, Financial Report Writing, Training Design and Implementation; Research and Analysis of Data and Marketing and public relation skills.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

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