

JOB DESCRIPTION

Job Title: Fiscal Program Development Coordinator (9726)

Job Summary:

Under the direction of the department administrator, plan, organize, and participate in the development and implementation of fiscal processes to support districts with their funding plan. This position will perform specialized accounting, audit and monitor financial data and reporting systems, and provide training on budget planning and implementation processes.

Essential Duties:

- Collaborate with staff, supervisors, district personnel and boards of education to assist in meeting statutory and internal financial reporting deadlines.
- Provide training, technical assistance, and information to ensure staff are aware of pertinent financial information, available resources, and procedural requirements.
- Review, analyze, correct, and approve financial information and transactions.
- Assist in the development and implementation of goals, policies, and priorities relating to Local Control Accountability Plan (LCAP).
- Prepare and compile budget data for the LCAP and review for accuracy.
- Provide advice and counsel to management regarding budget preparation for LCAP.
- Respond to requests for information and assist administrators in their review of LCAP goals, actions, and expenditures.
- Utilize knowledge of state and federal categorical program fiscal requirements to provide expertise and complete consolidated applications for participating districts.
- Prepare and submit special financial and budgetary reports as requested.
- Act as a liaison and resource person between the department and various state and local agencies; review reports for compliance with state and local rules and regulations.
- Analyze and determine fiscal impact of new and/or proposed legislation and regulations on school finances.
- Manage Title III consortium requirements and provide technical expertise and program knowledge to advise participating districts.
- Maintain and provide information on historical financial documents and accounting records as needed.
- Coordinate deadlines, work efforts, technical research, and requests for assistance in an efficient and effective manner to ensure deadlines and needs are met.
- Provide highly responsible technical and clerical support to the department administrators.
- Collaborate with other county office of education services to review procedures and implement changes that will improve department operations.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping kneeling, crouching and/or crawling; and some fine finger dexterity. Generally the job requires 90% sitting, 8% walking and 2% standing.

Skills, Knowledge and/or Abilities Required:

Skills to:

- define problems, research, and collect information, establish facts, and develop appropriate conclusions;
- apply and interpret data, facts, procedures, and policies;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and assigned software programs.

Knowledge of:

- principals and practices of school finance, accounting, budgeting, and auditing;
- federal, state, and county laws, rules, and regulations pertaining to school finance;
- Local Control Accountability Plan (LCAP) requirements and various components;
- modern office procedures and equipment;
- program and system management and organization;
- proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- analyze and interpret financial and accounting records;
- establish and maintain effective working relationships with diverse groups of people;
- quickly understand and organize financial information;
- clearly communicate fiscal concepts and procedures orally and in writing;
- travel to various locations within and outside of the county, using personal vehicle, if necessary.

Experience Required:

- Five (5) years of experience in school finance, accounting, auditing, and/or budgeting.
- Experience working with the financial component of the Local Control Accountability Plan (LCAP) is preferred.

Education Required:

- Bachelor's degree in finance, accounting, business, or a related field.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

January 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.