



Job Title: Title I Finance Specialist

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 16

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide financial administrative support to the Title I Department by developing, maintaining, reporting, and monitoring multiple federally-funded grant budgets, to document and implement financial processes to support consistency and quality in the department's financial practices, and to foster efficient, pleasant, and effective working environment and relationships with employees, departments, School Board, Audit Committee, community agencies, and public.

ESSENTIAL JOB FUNCTIONS

- Performs accurately detailed accounting work involving mathematical calculations and data entry.
- Reviews various Title grants and contacts to ensure accuracy of financial information and calculations.
- Prepares complete and accurate reports and detailed budgets for assigned grant projects in a timely manner.
- Applies professional and technical knowledge relating to accounting to create and maintain department financial spreadsheets that reflect grant allocations, budget transfers, and expenditures for all Title grant projects assigned.
- Assists in conducting of audits, reviews, financial analysis, and other auditing-related tasks, including performing basic audit/monitoring procedures.
- Reviews Title I school and department budgets on a regular basis and researches and resolves discrepancies and irregularities or refers to the Director.
- Participates in training, staff meetings, and audit monitoring entrance and exit conferences.
- Uses professional judgment to respond as directed in composing and preparing correspondence.
- Documents and maintains the department's financial standard operating procedures to ensure consistency and quality.
- Monitors department and school financial activity to ensure compliance with federal and state regulations, tracking all school allocations and budgets.
- Responds to inquiries or concerns in a timely and professional manner.

- Assists in planning, developing, and preparing annual project applications, revisions, and amendments for all projects.
- Analyzes, interprets, synthesizes, and uses data in decision making.
- Provides interpretation of audit/monitoring methodologies, results, reports, and state, federal and School Board policies and procedures to staff, schools, and contracted programs.
- Displays confidentiality in dealing with sensitive issues including audits, reviews, financial analysis, and investigations involving employees.
- Participates in financial meetings with Title I schools and District departments.
- Consults with and assists the Budgeting, Purchasing, and Accounts Payable Departments to ensure encumbrances and expenditures comply with all applicable federal, state, and local laws and regulations.
- Interacts with District staff, school administration, and other school personnel, state authorities, and vendors, for proper application of financial accounting policies and procedures.
- Facilitates the resolution of issues including development of coordinated policies between Title I and the Finance and Budgeting Departments.
- Provides updates and keeps supervisor abreast of progress and potential financial problems.
- Provides instruction and support to District staff regarding program regulations.
- Uses effective communication strategies to interact with a variety of District staff and contracted agencies.
- Ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Displays a calming demeanor in difficult situations.
- Sets high standards for self and others and provides for a safe and secure workplace.
- Demonstrates technology productivity skills using a variety of software and maintains expertise in assigned areas to fulfill financial and accounting policies, goals, and objectives.
- Creates spreadsheets, reports, exhibits, charts, and other documentation as a result of audits/monitoring, reviews, and financial analysis as requested.
- Prepares, maintains, and reviews school and departmental budgets based on data supplied by FLDOE, the Finance Department, and contracted agencies in compliance with state and federal laws.
- Enters, maintains, and reviews financial data in the electronic financial systems.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree in Accounting or Business, or equivalent college level course credit (Required).
- Bachelor's Degree in Accounting, Auditing, or other business field from an accredited educational institution (Preferred).
- Minimum of five (5) years progressively responsible accounting, bookkeeping, grants management or other relevant experience.
- Successful experience in budget development, maintenance, and reporting.

- Proficiency in Excel (Required) and other office computer applications.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of federal, state, and District legislation, policies, and standards related to program operations and other Title grants.
- Requires the ability to apply Generally Accepted Accounting Principles (GAAP), Project Application and Amendment Procedures for Federal and State Programs (Green Book), Financial and Program Cost Accounting and Reporting (Red Book).
- Requires the ability to display knowledge of the activities, operations, assignments, and scope of the Title I Department and administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to perform highly responsible duties necessary to administer the development and implementation of federal programs and other appropriate projects.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize and prioritize duties to meet departmental deadlines.
- Requires the ability to interact effectively with staff, parents, students, and community members.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

WORKING CONDITIONS

Employees in this position work in in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: