



Job Title: Workforce 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 Workforce Education Department including School Age Child Care (SACC) and Career and Adult Education Programs by developing, maintaining, reporting, and monitoring various department budgets related to schools, contracts, and grants. To document and implement financial processes to support consistency and quality in the department's financial practices.

ESSENTIAL JOB FUNCTIONS

- Performs accurately detailed accounting work involving mathematical calculations and data.
- Reviews various Workforce Education contracts and grants to ensure accuracy of financial information and calculations prior to submission.
- Assists in preparation of the Workforce Education Department District preliminary operational budgets request.
- Applies professional and technical knowledge relating to accounting to create and maintain department financial spreadsheets that reflect revenue, transfers, and expenditures for each Workforce Education project as necessary and School Age Child Care (SACC) financial spreadsheets that reflect revenue, transfers, and expenditures.
- Assists in conducting of audits, reviews, financial analysis, and other auditing-related tasks, including performing basic audit procedures.
- Obtains, documents, and reviews monthly SACC financial reports from schools. Researches and resolves discrepancies and irregularities or refers to staff and Director.
- Prepares SACC invoices for contracted services.
- Participates in staff meetings, audits entrance, and exit conferences, and takes notes or minutes as necessary.
- Uses professional judgment to respond as directed in composing and preparing correspondence.
- Organizes, plans, and monitors the work of others in administering financial operations for the department.

- Documents and maintains the department's financial standard operating procedures to ensure consistency and quality.
- Provides interpretation of audit methodologies, results, and reports, and state 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 in collective bargaining units, administrative employees, and professional employees.
- Coordinates and schedules Workforce Department Finance meetings.
- 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 protocol between Workforce Education and the Finance and Budgeting Departments.
- Informs Director – Workforce Education of potential problems or unusual events.
- Uses effective communication strategies to interact with a variety of School and District staff and SACC contractors.
- Creates spreadsheets, reports, exhibits, charts, and other documentation as a result of audits, reviews, and financial analysis as requested.
- Prepares the budgets based on data supplied by the Finance Department and contained within contracts and grants.
- Prepares finance meeting agendas.
- Enters requisitions and acts as the purchasing card manager for all department personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Minimum of two (2) year degree in Accounting or Business, or equivalent college level course credit. Bachelor's Degree in Accounting, Auditing, or other business field from an accredited educational institution (Preferred).
- Minimum of five (5) years of progressively responsible accounting, bookkeeping, or other relevant experience.
- Successful experience in budget development, maintenance, and reporting.
- Proficiency in computer applications.
- Successful experience in scheduling financial tasks and meetings.
- 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 a possession of basic knowledge and ability to apply Generally Accepted Accounting Principles (GAAP), Project Application and Amendment Procedures for Federal and State Programs (Green Book), and Financial and Program Cost Accounting and Reporting (Red Book).
- Requires the ability to display a possession of knowledge of the activities, operations, assignments, and scope of the Workforce Education Department and administrative concepts, principles, and practices sufficient to permit independent performance of duties.

- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in computer skills.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display good independent judgment in confidential matters.
- Requires the ability to organize and prioritize duties.
- Requires the ability to determine the approach for work using provided guidelines.
- Requires the ability to perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities.
- Requires the ability to prepare and/or process requisitions.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget, manage the budget within assigned department, and determine allocation of budget among departments.
- Requires the ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Driving to worksites to perform mini audits as requested. The work also requires the following physical abilities in order to perform the essential job functions: speaking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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

Date of Revision: