

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Finance Specialist

CONTRACT REFERENCE

Individual Contract

TITLE OF IMMEDIATE SUPERVISOR

Director of Finance

VERSION DATE

September 2013

JOB SUMMARY

The position is responsible for assisting with the fiscal monitoring of special education funding for the District, and related work as apparent and assigned. The position provides knowledge and understanding of special program rules, regulations and policies that effect the entire district.

TASK NO.

1.	Assists in analyzing legislative updates, procedural guideline changes and interprets impacts on department's financial position.
2.	Compiles and analyzes employee salaries, state and federal funds, title, alternative delivery, federal section 619 and 611, diversity funds, and other special programs
3.	Reviews all special services finance budgeting checks and balances; reviews third party billing revenues.
4.	Advises the Finance Director on special education budget administration
5.	Collects and prepares confidential data; develops service billing forms for tuition billing and agreements, care and treatment bills, and outside agency bills.
6.	Assists the Director of Special Services in the management of federal funds. <ul style="list-style-type: none"> • Collects time study activity logs • Local Collaborative Time Study (LCTS) reports • Recalculates the percentage of expenditures from federal funds based on the time spend on the aligned activity.
7.	Assists with year-end audit procedures including tuition agreements, calculation of receivables and revenue verification.
8.	Performs State Education Record View and Submission (SERVS) and Electronic Data Reporting System (EDRS) data entry and reconciliation.
9.	Assists with Minnesota Automated Reporting Student System (MARSS) functions.
10.	Implement, coordinate and supervise district special education accounting functions necessary to maintain compliance with generally accepted accounting principles, state statutes, and board policies.
11.	Performs inventory work for the district's special education department.
12.	Other duties as assigned.

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Finance Specialist

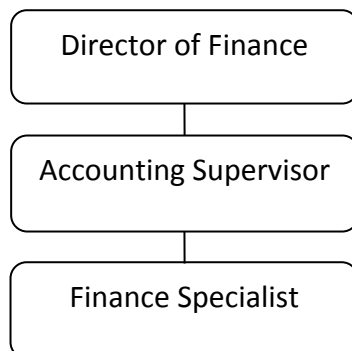
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QUALIFICATIONS

- Bachelor’s Degree with coursework in accounting, finance, or related field preferred.
- Comprehensive knowledge of the principles, practices and procedures of school financial administration.
- Knowledge of general laws and administrative policies governing school budgeting and financial practices and procedures.
- High degree of aptitude and proficiency with computer based systems, including data bases and personal computer applications such as Excel, Word, and Access.
- Experience working in a team environment with evidence of good written and verbal communication skills. Ability to interact positively with others and exceptional organizational and time management skills.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more.