

MODESTO CITY SCHOOLS

JOB DESCRIPTION

COORDINATOR-CAPITAL FUNDS

DEFINITION:

Under the direction of the Senior Director-Business Services, coordinate and collaborate in developing and monitoring budgets for assigned programs and funds; provide support for State construction funding applications; participate in debt financing and investment programs; provide support to joint powers authorities and other financial systems; train and provide work direction to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with administrators of designated programs and departments in the analysis, preparation and monitoring of program budgets; develop and provide specialized financial analysis, support and reports; track and monitor the allocation of financial resources.
- Coordinate special audits and participate in and support external audits.
- Perform financial analyses, internal fiscal reviews and develop budget system controls for assigned programs.
- Participate in the issuance and management of long-term debt instruments.
- Assist in the preparation of State construction funding applications; maintain related financial records, prepare expenditure reports and coordinate project audits.
- Participate in the management of District investment program and coordinate the preparation of monthly reconciliations.
- Provide support to multi-agency joint powers authorizes as Controller and support the Treasurer; coordinate the preparation of bank reconciliations; coordinate the preparation and input of cash receipts, cash disbursements and journal vouchers; prepare and present quarterly financial statements, annual budgets, quarterly investment reports and audit documentation; track and research tax payments.
- Coordinate District fixed assets records and reporting.
- Train and provide work direction to assigned staff.
- Provide technical information and assistance to the Senior Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Develop and maintain spreadsheet models and other automated documents for reporting purposes as assigned; develop, maintain and customize reporting formats as requested.
- Assure compliance with laws and regulations in the various accounting records, procedures and systems of internal controls to determine compliance; determine the accuracy of records of revenues and expenditures and appropriate documentation.
- Prepare and present oral and written presentations; recommend corrective action to improve fiscal operations and efficiency as necessary.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in accounting, finance or related field and five years accounting experience.

Licenses and Other Requirements:

- Valid California Class C Driver's License.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Generally accepted accounting principles, generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.
- Financial and statistical analysis techniques and principles.
- Pertinent federal, state, and local laws, codes, and regulations including those pertaining to educational financial record keeping and control activities.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting, budget and business functions of an educational organization.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Provide functional and technical guidance in obtaining, preparing, sharing and exchanging data with outside agencies and administrative, technical, clerical personnel.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: 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.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 3/26/07

Board Approved: 4/23/07

FLSA Status: Exempt

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