

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR I – COST ANALYSIS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Business Administration, Accounting or Accounting Information Systems.
- (2) Minimum of five (5) years experience in School District budgeting and accounting with progressive experience in management and supervision.
- (3) Certified Public Accountant (CPA) preferred.
- (4) 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:

Demonstrated knowledge of generally accepted accounting principles, federal and state laws and administrative policies governing school financial practices and procedures. Knowledge of principles of management and supervision. Knowledge of principles and practices of activity-based cost accounting. Ability to evaluate accounting and financial procedures and design and initiate new methods, reports and practices. Ability to prepare complete and accurate reports and statements of considerable complexity. Knowledge of automated financial accounting systems, word processing, spreadsheet, database, presentation and other software tools. Ability to read, analyze and interpret financial reports. Possess a high degree of mathematical and analytical skill. Ability to plan and organize effectively and present information in a concise, understandable manner to large groups. Possess a high degree of oral and written communication skills and interpersonal skills. Ability to handle and prioritize multiple tasks. Ability to establish and maintain effective working relations with department heads, school principals and staff.

REPORTS TO:

Director II - Budgeting

JOB GOAL

To ensure the accurate and timely reporting of the District's FTE, to coordinate the preparation of the District Annual Cost Report and District's FTE projections and to assist in the daily operations of the Budgeting Department.

SUPERVISES:

Accountant II

PERFORMANCE RESPONSIBILITIES:

COORDINATOR I – COST ANALYSIS (Continued)**Service Delivery**

- * (1) Coordinate the annual state required FTE survey processes between school level, District level and Department of Education personnel.
- * (2) Meet with school principals prior to each survey period, audit school-level documentation and continue coordination through the editing and correction cycle.
- * (3) Prepare the District Annual Cost Report as required.
- * (4) Coordinate all cost report activities with appropriate accountants.
- * (5) Prepare District FTE projections to be submitted to the Department of Education.
- * (6) Meet with program directors to provide preliminary projections, historical analyses and other tools required for final projection package.
- * (7) Interpret statutes, rules and regulations as required.
- * (8) Complete special assignments such as trend analyses, cost analyses and historical reports as assigned.
- * (9) Develop trend analyses and cost analyses to assist in making financial and other management plans and decisions.

Inter / Intra-Agency Communication and Delivery

- * (10) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (11) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (12) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (13) Respond to inquiries or concerns in a timely manner.
- * (14) Keep supervisor informed of potential problems or unusual events.

Professional Growth and Improvement

- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned areas to fulfill program goals and objectives.
- * (17) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (18) Promote and support professional growth for self and others.
- * (19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (20) Maintain a network of peer contacts through professional organizations.
- * (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Serve on District, state or community councils or committees as assigned or appropriate.
- * (25) Represent, consistently, the District in a positive and professional manner.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (27) Provide leadership and direction for assigned areas of responsibility.
- * (28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (29) Exercise proactive leadership in promoting the vision and mission of the District.
- * (30) Provide oversight and direction for cooperative planning with other agencies.
- * (31) Set high standards and expectations for self and others.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

COORDINATOR I – COST ANALYSIS (Continued)

- *(33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(34) Facilitate problem solving by individual or groups.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 4

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002