

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

FISCAL SPECIALIST**QUALIFICATIONS:**

1. A Bachelor's Degree in Accounting, required.
2. Experience in compliance, accounting, auditing and fiscal budgeting.
3. Experience in auditing, budgeting and accounting in public school district.
4. Effective oral and written communication skills.
5. Proficient with computer applications, including, but not limited to Microsoft Office, spreadsheet, and data base programs.
6. Strong interpersonal skills and ability to work successfully in a team model
7. Experience in promoting positive internal and external stakeholder relations

REPORTS TO:

Director of Early Childhood

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Ensures fiscal accountability and integrity of the regular education preschool program.
2. Monitors each contracted provider and/or local Head Start agency for fiscal compliance with the preschool program contract.
3. Tracks and reports teacher certification and educational experience data for salary monitoring and fiscal budgeting.
4. Monitors expenses and review quarterly expenditure reports in accordance with the approved contracting private provider and/or local Head Start agency budgets.
5. Provides fiscal management assistance to contracting providers and local Head Start agencies in the development and monitoring of annual budgets.
6. Collaborates with contracting private providers and/or local Head Start agencies in the development of any corrective action plans in response to the findings from an audit and/or limited review examination.
7. Maintains and monitors registration enrollment data for preschool provider and facilitates towards monthly fiscal payments and disbursements.
8. Manages and monitors contracted Early Childhood Program and contracted provider site fiscal compliance, program salaries, provider budgets, in district Pre K regular education spending and The State of New Jersey Enrollment Reporting (ASSA).

9. Works to ensure preparation of all residential documentation for auditing purposes and manages the fiscal evidence/preparation for state monitoring.
10. Communicates effectively with the preschool community at large about the fiscal budgeting and funding residential requirements.
11. Extends and communicates to inform, educate information to parents/community regarding attendance or enrollments tie to fiscal regulations.
12. Manages and generates fiscal data reports as needed regarding preschool contracted compliance areas and student enrollment for district and NJDOE requirements
13. Responsible for ongoing communication with preschool sites and Early Childhood Administration regarding program fiscal compliance, preschool spending/orders and salary employment verifications.
14. Monitors and manages the implementation of district and state residential auditing documentation.
15. Maintains and monitors contracted preschool provider fiscal inventory data and participates in program inventory/materials reclamation and retrieval.
16. Performs all other duties and responsibilities as directed by the Director of Early Childhood.

TERM OF**EMPLOYMENT:** Ten (12) month position.**BARGAINING UNIT:** Trenton Business & Technical Association Guide A**SALARY:** As per B&T agreement.**STATUS:** Hourly____ Salaries X
Exempt X Non-Exempt____**EVALUATION:** In accordance with Board's policies and procedures on the evaluation of Administrator personnel.

Board Approved
October 26, 2015

BOARD APPROVAL: _____

FISCAL SPECIALIST