

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR I - FEDERAL AND SPECIAL PROGRAMS

GENERAL STATEMENT OF JOB

Under general supervision, performs fiscal research and analytical work to assist in the preparation and administration of the Federal and Special Programs budgets and to provide direction and assistance in the development, implementation and maintenance of accounting systems and procedures that will present fairly the financial positions of applicable programs and individual schools. Work involves examining individual budget requests and expenditures to determine availability of funds and facilitating budget changes in adherence to established program, district and schools' policies and procedures. Employee is responsible for assisting in the development and implementation of annual budgets, reviewing and analyzing applicable data and initiate steps to resolve all discrepancies. Work also includes the performance of designated functions in Federal and Special Programs and providing financial guidance to directors, specialists, principals, treasurers, and school leadership team members. Employee is also responsible for the compilation of data required for reports sent to outside agencies, assisting auditors and maintaining all fiscal records for Federal and Special Programs. Reports to the Executive Director of Financial Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Work closely with Federal Program Directors prior to the beginning of each school year in establishing a timely and representative budget of the upcoming year's planned activities. This process requires a thorough knowledge of the local, state and federal rules and regulations associated with each funding source and application knowledge of and interaction with payroll, purchasing, accounts payable and finance.

Reviews and analyzes all fiscal records and financial reports associated with Federal and Special Programs to ensure adherence to generally accepted accounting practices (GAAP), established system, district and schools' policies and procedures, local, state and federal rules and regulations and facilitates the resolution of discrepancies with directors, specialists, principals and treasurers.

Monitors Federal and Special Programs expenditures, ensuring compliance with established policies and procedure, correct application of budget codes, provision of sufficient documentation, adherence to budget limitations and facilitation of documented budget transfers when insufficient funding is available.

Verify the accuracy, validity and payment qualification of all Extended Employment Agreements (EEA's) processed.

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Assists and advises directors, specialists, principals and treasurers on general fiscal and budgetary matters throughout the year during quarterly reviews and as individual needs arise.

Develop and maintain detailed and complex excel spreadsheets to track the availability of funding for Federal and Special Programs. Expenditures are tracked as being encumbered or paid and follow-up is initiated if not paid within three months or 30 days prior to fiscal year end, whichever is sooner.

The spreadsheets are reconciled to monthly financial reports provided by the Finance Department. All reconciliation discrepancies are resolved on a monthly basis. The reconciled reports are provided to applicable directors and posted to SharePoint for departmental review and application. Year-end reports are also generated and reconciled to close-out the fiscal year.

Develop and provide customized reporting to the Executive Director of Financial Services and/or Federal Program Directors to meet specific needs.

Serve as lead member in the facilitation of the annual Federal program meeting for private schools.

Oversee private school planning documents using all GCS guidelines.

Create all expenditure paperwork and maintain all financial records for all private schools partnering with GCS using Federal dollars. This could include up to 35 private schools.

Advise Executive Director of Financial Services of questionable and foreseeable issues that may arise concerning programs.

Aid and assist in creating an accountability driven budget environment by providing individualized or group training and answering any and all questions and concerns raised by principals, treasurers and school leadership team members.

Evaluates work procedures to ensure greatest level of productivity in areas of responsibility. Serve as a process improvement facilitator.

Interact with outside auditors in the completion of reviews, compiling data and explaining procedural information as requested.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of accounting and auditing; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

Utilizes expertise in financial and budgetary areas to conduct analytical studies of various topics pertaining to program allocations and expenditures, in accordance with outlined goals and objectives; prepares and presents oral or written reports on findings and recommendations for improvements, as appropriate.

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ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, business administration, public administration, finance, or a closely related field and 3 to 5 years of experience in governmental finance and/or budget analysis work, with some supervisory experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid North Carolina's driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, forms, budgets, etc. Requires the ability to prepare reports, correspondence, budgets, statistics, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and accounting terminology.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize percentages and decimals; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination

Color Discrimination: Requires the ability to differentiate between colors and shades of color to prepare data charts and promotional materials.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the budget development process.

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of established policies and procedures regarding budget expenditures.

Considerable knowledge of the principles of organization, supervision, and administration.

Considerable knowledge of bookkeeping and auditing practices and procedures.

Considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of journal entry processing.

Ability to review and evaluate budget requests.

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Ability to prepare system-wide budgets.

Ability to monitor budget expenditures.

Ability to conduct analytical studies.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to evaluate methods and procedures used in areas of responsibility.

Ability to organize and effectively process and maintain financial records and files and prepare reports from them.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.