

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs fiscal research and analytical work in the areas of budget, accounting and risk management. Work involves examining departments' and schools' individual budgets and expenditures to determine availability of funds, and performing variance analysis between the budget and actual expenditures. Employee is also responsible for assisting in preparing the annual budget. Work also involves the performance of designated functions, and participating in auditing and maintaining general accounts and the general ledger. Employee is responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors. Work also involves performing risk management functions such as requesting and evaluating bids, making recommendations for carriers with respect to general liability, property, errors and omissions, vehicle, workers' compensation, builder's risk major construction projects and student/athletic insurance for GCS; filing site related insurance claims; providing certification of insurance; answering questions concerning all lines of insurance coverage; maintaining insurance records; and consulting with system attorney's on legal issues and concerns regarding liability of and risk to GCS, also assist in their research as required. Employee assists property and general liability carriers with periodic site visits to evaluate safety procedures, identify problem areas, and makes recommendations on improvements and loss prevention to keep insurance costs down. Advises locations of annual property insurance recommendations, evaluates compliance with recommendations and responds to property insurance recommendations on behalf of GCS. Employee analyzes all lines of insurance coverage to keep GCS appraised of most cost-effective coverage meeting system needs and in best interest of system. Employee must follow all applicable fiscal regulations pertaining to the accounting and reporting of expenditures and receipts pertaining to areas of responsibility. Employee is required to act tactfully and courteously in frequent contact with Principals, vendors, the public and organizational management. Reports to the Executive Director of Financial Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists and advises department heads and Principals on general fiscal and budgetary matters throughout year, as requested; assists finance with journal entries to the accounting system.

Responsible for extensive knowledge of budget codes and the Chart of Accounts.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT

Performs variance analysis to compare the budget with actual expenditures. Perform analytical work pertaining to the areas of budget and accounting.

Work with the Local Educational Agency (LEA) License and Salary Information system, BUD system, Department of Public Instruction (DPI) staff and GCS staff to resolve GCS salary audit exceptions.

Works with outside auditors in completion of annual audit, compiling data as requested.

Plans, develops and implements procedures for job functions and general operations of risk management. Ensures that required training, licenses and safety regulations are followed with respect to equipment and vehicle operation. Works with other GCS departments on facility safety.

Keeps GCS informed of changes/new concepts in the insurance area.

Files insurance claims related to GCS's general liability coverage, property losses, and vehicle accidents; answers questions concerning GCS' general liability, property, vehicle insurance coverage, workers compensation, builder's risk and student/athletic accident insurance; maintains records of claims and losses to evaluate future coverage limits. Evaluates and approves settlements of workers compensation claims. Prepares monthly builder's risk report for coverage.

Prepares requests for bids for general liability, property, workers compensation, errors and omissions, and vehicle coverage for GCS; evaluates bids and makes recommendations based on competitive costs and GCS' needs; also requests bids and maintains documentation on special insurance coverage, i.e., special student or athletic insurance, students in the work place coverage, employee blanket bonds, public official bonds, law enforcement insurance.

Audits records of third party administrator for the self-funded workers compensation program.

Assists external auditors by providing all requested reports and documents.

Represents GCS at Guilford City/County Insurance Advisory Committee Meetings and votes on current issues before the committee.

Conducts semi-annual and annual school based audits as necessary.

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

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT

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

Evaluates work procedures to ensure greatest level of productivity in areas of responsibility.

Maintains general accounts and the general ledger system, reviewing records to ensure adherence to accepted standard accounting practices and principles and established School system policies and procedures; prepares trial balances and corrects errors and/or resolves discrepancies, as necessary.

Compiles various financial data and records for use in preparation of reports and records as required for submission to local, state and/or federal oversight agencies.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, business 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

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT

data, people or things.

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

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.

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 items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT

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.

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.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING/RISK MANAGEMENT

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.