

Job Title: Coordinator BEFM**Wage/Hour Status:** Exempt**Reports to:** Executive Director**Pay Grade:** 102**Dept./School:** Budget & External Financial Management**Date Revised:** October 28, 2024**Primary Purpose**

Coordinate projects and initiatives to ensure information flow to and from the Budget & External Financial Management Office. Responsible for the coordination, training, submittals, monitoring, and reconciliation for the District's Impact Aid reporting processes.

Qualification**Education/Certification**

Bachelor's Degree

Special Knowledge/Skills

- Strong organizational, communication, public relations. and interpersonal skills
- Strong skill set in generating spreadsheets and databases, Power Point presentations, as well as interpreting reports for budgets, cost allocations and inventory
- Ability to organize, plan and prioritize work to develop and attain goals
- Knowledge of strategic planning processes
- Knowledge of budgeting and federal entitlement program processes
- Ability to interpret Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG) as required
- Demonstrate computer and technology skills
- Understanding of State and District accounting procedures
- Ability to interpret and analyze policies, procedures and data

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Provide guidance and training to campus personnel to coordinate the collection and reporting of military and federally connect student information for the District's request of Impact Aid funds.
2. Oversee and manage collaboration with other district departments, third party agents and Department of Education regarding the federally connected student population and Impact Aid processes.
3. Continuously monitor and report changes of federal housing properties, federal agencies and policies to stay abreast of potential impact to funding.
4. Maintain appropriate documentation concerning all federally connected students and Impact Aid processes and reports.
5. Prepare calculation and reconciliation of Impact Aide payments due to the district.
6. Communicate the District's Impact Aid Program Funding to stakeholders.
7. Maintain current knowledge and understanding of District policies.
8. Assist in the development and monitoring of the District's 5-year Financial Plan.
9. Assist in the development of the Professional Development Plan for the Department.
10. Assist in facilitating communication and ensure implementation of major initiatives in a timely and efficient manner.
11. Assist with planning key committee meetings, to include tracking, monitoring and follow-up progress of projects, action items that originate from the Deputy Superintendent of Finance and Operations as well as the District's Leadership.
12. Participate in committees, as necessary, to ensure effective strategic planning and alignment with the District's strategic priorities.
13. Prepare comprehensive, accurate, and timely date analysis for decision-making; gathers data and conducts data analysis in consultation with staff and stakeholders as needed.

- 14. Participate in professional development activities and maintain current knowledge in education trends.
- 15. Assist with District budgetary and special assignments as directed by the District Leadership, and support the department to undertake process-mapping activities and identify existing efficiencies.
- 16. Coordinate the submission of agenda items for the District Board Meetings and Finance & Administration Committee Meetings.
- 17. Collaborate with other department, campuses, vendors, and agencies to ensure timely and accurate compliance in accordance with applicable State and Federal regulations.
- 18. Manage data integrity and content of EPISD Website on all issues related to the Budget & External Financial Management Office.
- 19. Perform other duties as assigned by supervisor.

Policies, Reports and Law

- 1. Adhere to District policy, Federal and State guidelines in all areas of responsibility
- 2. Assist in developing and administering procedures and policies related to the Budget & External Financial Management Office.

School/Community Relations

- 1. Develop a systematic process that responds to campus inquiries.
- 2. Develop a plan to maximize Impact Aid reimbursements.
- 3. Interact and provide information to administration, staff and stakeholders regarding Impact Aid funding and other information as it relates to the Budget & External Financial Management Office.
- 4. Interact and collaborate with appropriate agencies, as needed.

Professional Growth and Development

- 1. Participate in professional growth activities and stay current with local, state, and federal regulations regarding budget, federal entitlements, to include Impact Aid Funding.
- 2. Attend required staff development
- 3. Provide monthly updates to the Executive Director of Budget & External Financial Management Office.

Supervisory Responsibilities

None

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours; ability to travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.