

# JOB DESCRIPTION

**Job Title** Coordinator Financial Services  
**Reports to** Director  
**Dept/School** Financial Services

**Job Title Code** 160314  
**Wage/Hour Status** Exempt  
**Pay Grade** 102  
**Date Revised** March 20, 2025

## Primary Purpose

Coordinate major initiatives to ensure efficient delivery of the various projects under the Financial Services Department.

## 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 and word processing documents
- Knowledge of budgeting and accounting processes
- Knowledge of financial services processes to include payroll, accounts payable, travel, campus accounting, general ledger, and external audits
- Knowledge of computers and software applications
- Ability to multi-task, organize, plan, and prioritize projects to attain goals
- Ability to interpret the Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG)
- Ability to interpret federal, state, and local policies and procedures
- Ability to meet strict deadlines

## Experience

- Three (3) years related experience

## Major Responsibilities and Duties

1. Assist in facilitating communication and ensure the timely and efficient implementation of major initiatives, while promoting an organizational climate that is informative and responsive.
2. Maintain current knowledge and understanding of District policies.
3. Assist in the creation, implementation, and tracking of the department's Professional Development plan, ensuring alignment with organizational goals and staff growth needs.
4. Participate in committees, as necessary, to ensure effective strategic planning and alignment with the District's strategic priorities.
5. Assist in developing and maintaining departmental OKRs (Objectives and Key Results) and KPIs (Key Performance Indicators) to align with district strategic goals.
6. Coordinate the intake, processing, and response to open records requests in compliance with state and federal regulations.
7. Identify, track, and submit award opportunities for recognition of the Financial Services Department, ensuring alignment with departmental achievements and compiling required documentation within specified deadlines.
8. Prepare comprehensive, accurate, and timely data analysis for decision-making; gather data and conduct data analysis in consultation with staff and stakeholders as needed.
9. Participate in professional development activities and maintain current knowledge in education trends.
10. Coordinate and/or assist with District special assignments as directed by the Directors of Financial Services , District Leadership.

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11. Support the department in conducting process mapping activities to evaluate workflows, identify efficiencies, and recommend improvements.
12. Prepare and coordinate the submission of agenda items for the District Board Meetings.
13. Collaborate with other departments, campuses, vendors, and agencies to ensure timely and accurate compliance in accordance with federal and state regulations.
14. Manage the accuracy, integrity, and content of EPISD's internal and external websites for all matters related to the Financial Services Department, ensuring timely updates and clear communication.
15. Maintain confidentiality regarding special projects, documents, and personnel.
16. Oversee the maintenance and negotiation of department contracts, ensuring compliance with district policies, optimizing terms, and fostering strong vendor relationships to support financial and operational goals.
17. Conduct reconciliations as directed by the Directors of Financial Services to ensure accuracy, accountability, and alignment with financial objectives.
18. Oversee and maintain the department's automated forms and dashboards for accuracy, functionality, and efficiency.
19. Maintain and review district spending timelines and develop department calendars, in collaboration with other departments.
20. Provide excellent customer service, develop and maintain professional relationships with internal and external stakeholders, respond to phone calls, emails, letters, and other forms of communication.
21. Assist in the development, preparation, and monitoring of the department's budget, ensuring resource availability and allocation for each division of the Financial Services Department.
22. Monitor and verify department payroll through the District data management system and maintain non-duty and discretionary leave requests for department personnel.
23. Coordinate and provide training on account number security access for campuses and departments, ensuring that all required approvals are obtained.
24. Maintain, organize, and file department records and receive and distribute department mail.
25. Coordinate and prepare items for staff meetings.
26. Assist with the coordination and gathering of information for internal and external audits.
27. Initiate requisitions through purchase orders, the warehouse online ordering system and other District approved procurement methods and distribute products accordingly.
28. Monitor and ensure the timely receipt, payment, and closure of purchase orders.
29. Perform routine word processing tasks to generate department documentation, records, and correspondence.
30. Maintain an optimal level of accuracy of assigned work to comply with established policies and procedures, while completing and submitting projects on time.
31. Manage the inventory of supplies, fixed and capital assets to ensure the department operates efficiently and effectively.
32. Promote a positive image for the department by communicating effectively and building strong relationships with District employees at all organizational levels.
33. Perform other duties as assigned by supervisor.

## **Policies, Reports and Law**

34. Adhere to District policy, Federal and State guidelines in all areas of responsibility.
35. Assist in developing and administering procedures and policies related to Financial Services.

## **Supervisory Responsibilities**

None

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Work with frequent interruptions, maintain emotional control under stress; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computers and other equipment, ability to travel.

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## Terms of Employment

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

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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 with 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.