

Job Title:	Coordinator Financial Services	Wage/Hour Status:	Exempt
Reports to:	Executive Director Financial Services	Pay Grade:	102
Dept/School:	Financial Services	Date Revised:	October 28, 2024

Primary Purpose

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

Qualifications**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 bookkeeping 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

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Assist in facilitating communication and ensure implementation and execution of major initiatives in a timely and efficient manner.
2. Maintain current knowledge and understanding of District policies.
3. Assist in the development of the Professional Development Plan for the Department.
4. Assist with planning key committee meetings, to include tracking, monitoring and follow-up progress of projects and action items.
5. Participate in committees, as necessary, to ensure effective strategic planning and alignment with the District's strategic priorities.
6. Prepare comprehensive, accurate, and timely data analysis for decision-making; gather data and conduct data analysis in consultation with staff and stakeholders as needed.
7. Participate in professional development activities and maintain current knowledge in education trends.
8. Assist with District special assignments as directed by Executive Director, District Leadership and support the department to undertake process mapping activities and identify existing efficiencies.
9. Prepare and coordinate the submission of agenda items for the District Board Meetings and Finance & Administration Committee Meetings.
10. Collaborate with other departments, campuses, vendors, and agencies to ensure timely and accurate compliance in accordance with federal, state regulations.
11. Manage data integrity and content of EPISD Website on all issues related to the Financial Services Department.
12. Maintain a professional level of confidentiality in office, regarding special projects and documents.
13. Ensure projects are complete and submitted timely.
14. Provide excellent customer service, develop and maintain professional relationships with internal and external stakeholders; responds to phone calls, e-mails, letters, and other communications.
15. Promote an organizational climate that is informative, timely, and responsive.
16. Ensure resource availability and allocation for each division of Financial Services Department.

17. Maintain the Executive Director’s calendar and schedules appointments, as needed.
18. Monitor and verify department payroll through the District data management system and maintain non-duty and discretionary leave requests for department personnel.
19. Coordinate, train and process account number security access for campuses and departments and ensure authorized approvals are obtained.
20. Maintain, organize and file department records and receive and distribute department mail.
21. Coordinate and prepare items for staff meetings.
22. Coordinate internal and external audits.
23. Coordinate all data provided by client and conducts preliminary assessments prior to finalizing and submitting through workflow.
24. Initiate requisitions through purchase orders, the warehouse online ordering system and other District approved procurement methods and distributes products accordingly.
25. Monitor and ensure purchase orders are received, paid and closed in a timely manner.
26. Manage seminar attendance for department personnel.
27. Perform routine word processing tasks to generate department documentation, records and correspondence.
28. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
29. Maintain inventory of supplies, fixed and capital assets to maintain an effective and efficient operation of the department.
30. Promote a positive image for the office through effective communication and maintains good rapport with District employees at all organizational levels.
31. Assist in the development and preparation of the budget to include maintaining and monitoring the budget for the department.
32. Perform other duties as assigned by supervisor.

Policies, Reports and Law

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

Supervisory Responsibilities

None

Working Conditions

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 computer and other equipment, 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.