



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Coordinator IV #6088
Head Start San Joaquin
Business Services

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of an extraordinarily related nature may be substituted for degree requirements.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years experience as a manager in a business related position working with complex state and/or federally funded programs. Experience working with Head Start programs and/or complex state and federally funded programs. Ability to carry out significant budget, accounting and federal reporting requirements with minimal direction, accurately and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working with education; or in a public accounting firm with significant experience in accounting, finance, and budgeting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in budget, accounting, planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of state and/or federal program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and implement procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Federal Code of Regulations, OMB Circulars, California Education Code and other laws and regulations pertaining to school finance requirements; statutory requirements related to Head Start and other federally funded programs; California School Accounting Manual; School finance formulas, accounting procedures, audit process, California and federal budget and accounting process. Ability to clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Division Director of County Office of Education Business Services and in accordance with the Head Start Program and coordination with the Director of Head Start, performs a wide variety of complex and difficult finance, accounting and oversight duties. Provides assistance in evaluating the budgetary aspects of Head Start partners. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff as related to finances.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Performs highly specialized accounting and oversight functions.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.