



PRESCHOOL PART TIME FISCAL SPECIALIST

QUALIFICATIONS:

1. Bachelor's Degree in business administration/accounting from an accredited college or university.
2. Three-Five years' experience in auditing, budgeting, and accounting, preferably in school or government.
3. Ability to establish and maintain effective working relationships with employees and the general public.
4. Ability to maintain essential records and files.
5. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Director of Preschool

JOB GOAL: Under the direction of the Early Childhood Director, performs the accounting and auditing work involved to ensure district and provider compliance with Early Childhood regulations; does related work as required.

PERFORMANCE RESPONSIBILITIES:

1. Audits the financial records of Early Childhood Centers who provide service to District three-year-olds. Reviews findings with Centers and the Early Childhood Director and makes recommendations to the Business Administrator for adjustments to be made.
2. Prepares projections of expenditures from providers' budgets and makes recommendations to the Business Administrator for any adjustments to budgets or payments.
3. Reviews monthly attendance and payment vouchers submitted by providers and makes appropriate adjustments based on Early Childhood Guidelines.
4. Assist in the preparation of the annual Early Childhood Plan.
5. Maintains a proper audit trail and documentation for expenditures, adjustments to payment, budget, and budget adjustments for Early Childhood.
6. Responsible for collecting and reporting provider teacher tracking and certification information. Maintains all records in accordance with record retention requirements.
7. Assist early Childhood Director with district purchase orders to ensure accuracy and communicate regarding account status.
8. Provides technical assistance to those charged with the keeping of financial records at community provider agencies.



9. Communicates with the Early Childhood Director and Community Provider Agencies to ensure the proper use and reporting of funds. .
10. Other duties assigned by the Early Childhood Director.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head.

Strength: to lift, push, pull, and/or carry objects which weigh as much as 5 pounds on a frequent basis.

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: read, write, understand, interpret, and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly, and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records.



Township of Union Public Schools

Job Description

TERMS OF EMPLOYMENT: 12 Month Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: