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OSSINING UNION FREE SCHOOL DISTRICT

2016-2017 VACANCY

FUNDING COORDINATOR
(Business Office)

Confidential Staff Position - (12 Month)

Civil Service Test Required

RESPONSIBILITIES:

Reviews grant expenditures to ensure that the expenses are aligned with the Grant requirements; responsible for the proper updates, maintenance and retention of grant records; meets with grant administrators throughout the year to review records, expenditures, changes and remaining balances; maintain payroll data and position control for all funded programs to ensure proper funding of positions in accordance with approved program budget; works with staff to problem solve whenever possible and anticipate solutions to problems; work with auditors to close books associated with grants at the end of the summer or school year; participates in the annual budget development process to analyze any changes in personnel and grant amounts that may impact the General Fund Budget; requests funding through invoicing or through required grant forms to avoid overruns; responds to inquires as required by staff as it relates to their grants and any necessary analysis.

REQUIRED KNOWLEDGE:

A Bachelor's degree in Accounting, Business Administration or Public Administration. Two years experience in a public school business office with work that included bookkeeping, accounting, financial analysis, and conducted formal presentations to others or public speaking opportunities.

TRAINING AND EXPERIENCE:

General understanding of accounting principles and practice; strong analytical and interpersonal skills; ability to simplify complex accounting and grant procedures for staff members; familiarity with General Municipal Laws, NYSED rules and regulations and NYS school law; ability to exercise sound judgment autonomously; strategic and resourceful in the use of grant funds from a District Wide perspective; ability to effectively maintain grants and all associated documents in accordance with New York State archive and retention regulations and grant requirements; ability to adhere to deadlines and anticipated issues; good presentation skills; and the ability to utilize spreadsheet and other computer programs to monitor, maintain and analyze district grants.

If interested, please contact:

[Deadline: June 30, 2017]

Ms. Alita McCoy Zuber
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