



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

FISCAL AND PROJECTS COORDINATOR

Minimum Qualifications:

- Bachelor's degree in related field required
- Team player with strong interpersonal skills, ability to share responsibilities and work collaboratively
- Comfortable with organizational change
- Familiarity with federal grants and their management
- Demonstrated success managing contracts/grant agreements and associated budgets
- Proven experience developing and implementing procedures and policies to improve organizational efficiencies
- Diverse experiences with public, nonprofit, and/or community-based programming for families and professionals
- Strong oral and written communication skills
- Self-motivation and initiative
- Ability to lead and collaborate in a matrix environment
- Organizational/business acumen and interest
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- Project management skills and ability to manage deadlines
- Client-facing (customer service)
- Proficiency in IT, including but not limited to, G Suite, Microsoft Word and Excel, and familiarity accounting/financial software concepts
- Demonstrated analytical and numerical skills, and a methodical approach to problem solving
- Documentation of a clear criminal record in compliance with state statute
- Complies with Drug-Free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Senior Director: Strategy, Operations & Finance

Job Objectives:

The Fiscal and Projects Coordinator works as part of the Fiscal and Operations team to coordinate various budgets associated with OCALI's 10 Centers and other projects, shares human resources responsibilities, and supports the organizational mission with a focus on improving efficiencies, fiscal responsibility, and increasing productivity.

Responsibilities and Essential Functions:

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Works collaboratively with internal and external partners to coordinate organization's financial and budget activities to fund operations, maximize contracts/grant agreements and increase efficiency, includes financial forecasting and risk analysis
- Directly manages fiscal aspects of contract for the Center for Sensory Disabilities
- Directly manages OCALI technology budget lines and contracts
- Assists with grant management and reporting
- Collates, prepares, and interprets reports, budgets, accounts, commentaries, and financial statements
- Reviews financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement
- Works with the ESCCO and other budgeting staff to monitor payrolls of CSD
- Monitors the terms of sales contracts, purchasing orders, and vendor agreements working with other budgeting staff
- Works with Operations and Fiscal team to establish and implement departmental policies, goals, objectives, and procedures, conferring with organization leadership and staff members as necessary
- Works with managerial staff to determine staffing requirements and direct recruiting, interviewing, hiring, and training of new employees
- Works with ESCCO to monitor employee personnel files, including new staff employment paperwork
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Demonstrates accuracy, responsiveness, and excellent communication with internal and external customers
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020