

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **FISCAL COORDINATOR, SPECIAL PROGRAMS AND GRANTS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general direction of the Vice President, Administrative Services and within the Business Office and Administrative Services, plans and develops methods and procedures to implement, administer and monitor budget activities of the College's Special Programs and Grants. Monitors and tracks all College categorically funded programs.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates special programs, grant and categorically funded activities within the College Business Office.
2. Monitors multiple state and federal grants and expenditures and other categorically funded programs such as Career Technical Education (CTE), SSSP, Equity, Community Education (fee based) and other private, corporate, foundation and community grants for fiscal and programmatic compliance.
3. Assists with the review of grant proposal budgets, community education and other funding as it pertains to categorical funding projects; assists with the budget of proposals and agreements for College/District managers and Board of Trustees review.
4. Assists administration and college with budget implementation for all categorical, special projects, grants and community education. Assists with the interpretation and use of budget funds to ensure fiscal control compliance with grant and contract regulations.
5. Works with college and district budget personnel regarding special project budget compliance and provides guidance with interpretation and use of budgets to ensure fiscal control compliance with grant and contract regulations.
6. Act as Business Office liaison between the college and funding agencies to provide clarification of state policies and procedures with respect to grants/budget regulations and compliance issues.
7. Analyze new project budgets, recommend effective, efficient implementation and ensure compliance while meeting project goals in a timely manner, including spend-down procedures to completely and correctly utilize funds.
8. Responsible for writing, reviewing and revising Memo of Understanding (MOU) for contractors participating in the programs; review and revise budgets, preparing Board materials for contractors, making sure contracts are promptly paid, and reporting expenditures.
9. Reviews personnel action forms for use of funds for personnel costs. Confirms and signs off to acknowledge availability of funds. Follow up with coordinators/administrators to address discrepancies.
10. Coordinate development and implementation of new procedures to ensure proper internal controls are in place

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11. Act as College project lead for audit findings related to categorically funded, special projects and grants, including all reporting, both programmatic and financial. Works closely with internal and external auditors to make recommendations regarding findings.
12. Provides training and guidance to college staff and other special projects staff concerning project management and College/District procedures regarding special funded budget administration.
13. Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning and/or program activities, such as new commitments, status of work in progress and problems to be handled.
14. Reviews and monitors budgets and reports to funding agencies. Performs financial and statistical research studies as assigned by the Vice President, Administrative Services.
15. May prepare requisitions to assist college with invoice payments for goods and services.
16. Responsible for fiscal data collection, reporting, analysis and preparing Excel spreadsheets using the financial module of the College/District system. Interfaces with the Information Technology Department for assistance with development and modification of reports.
17. Assists the Vice President, Administrative Services in the evaluation of policies, procedures, and practices for accomplishing department objectives and mission. Also assists in the development and recommendation of any modifications to improve program/performance efficiency and effectiveness; or, to ensure proper internal controls that result from audit findings.
18. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Program evaluation techniques and methodology.
2. Grant and budget development, analysis, reporting and tracking.
3. Laws, regulations, and guidelines with respect for grant/budget regulations.
4. Current development, standards, methods, and trends, that will demonstrate professional competency in the field of activity.
5. Experience of program administration in the California Community College system.
6. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

1. Plan, organize, and direct work to others.
2. Train, evaluate, and develop staff assigned to the activity.
3. Interpret laws and regulations related to the grant budget process, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
4. Prepare and maintain accurate records and reports.
5. Communicate clearly and concisely, both orally and in writing.
6. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

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**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in Accounting, Business Administration, Public Administration or related field.

**Experience:**

Four years of experience in performing professional-level work in the field of activity.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Technical - Paraprofessional