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### **Fiscal Coordinator Job Posting**

**Role:** Fiscal Coordinator

**Location:** Charter Institute at Erskine

**Reports to:** Director of Finance

**Salary Range:** \$40,000.00-\$60,000.00

**FLSA Status:** Exempt

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### **General Statement of Job**

Due to the COVID-19 impact, this position is to assist the Institute with its mission to provide excellent education options to the students and families throughout the state of South Carolina. The availability of this position was determined based on the need as a result of the COVID-19 pandemic.

The Fiscal Coordinator provides support to the Finance Department through bookkeeping, banking, reporting, preparing payroll, and financial data management. Under the direction of the Executive Director of Finance and Director of Finance, the Fiscal Coordinator maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the Institute, focusing on accuracy and transparency. The Fiscal Coordinator will support the Finance Department with financial and accounting functions in accordance with federal and state laws and regulations under the direction of the Executive Director of Finance and Director of Finance.

### **Essential Duties and Responsibilities of Fiscal Coordinator**

➤ **Duties and Responsibilities**

- Oversee all General and Federal Funds accounting files in an orderly and systematic manner including school accounting records, AP invoices, employee files, and all other files as directed by the Executive Director of Finance and Director of Finance.
- Responsible for all General and Federal Funds financial duties including but not limited to Accounts Payable, Cash Receipts, Journal Entries, Bank Reconciliations, and Budget Reports.
- Responsible for data collection from the Institute's accounting software for the Data Dashboard.
- Responsible for all General and Federal Funds annual audit prep work, school policy review, and school compliance visits and audits.
- Responsible for the Institute's Pre-Authorization process for all General and Federal Funds.



- Assist Federal Funds Reimbursement and Compliance.
- Conduct reconciliation of school expenses, monthly and quarterly compliance reviews, and financial audits for all Federal Funds.
- Assists with the Maintenance of Effort and Excess Cost reporting.
- Assists with the annual In\$ite Reporting, ESSA Reporting, and Administration Cost Reporting.
- Assist with the Institute's Annual Financial Audit.
- Assist with all Legislative Budget Request.
- Be able to represent the Finance Department and the Institute during school visits.
- Work with the Executive Director of Finance and the Director of Finance to ensure a smooth and compliant financial operation of the Institute.
- Other duties as assigned.
- **Professional Duties and Responsibilities**
  - Works in the best interest of the Institute and puts the mission of the Institute as a top priority.
  - Willing to serve the schools and students of South Carolina.
  - Commits to the learning and use of new software and technology.
  - Regularly tracks and logs the progress of on-going projects.
  - Participates in staff meetings, trainings, conferences, and professional development sessions.
  - Communicate effectively with colleagues and supervisors on a regular basis.
  - Maintain confidentiality as required by the Institute and by law.
  - Ability to travel within the State of South Carolina to conduct school visits.
  - Other duties as assigned

### **Key Behavioral Competencies and Qualifications**

- **Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics of data, people, or things.
- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information.
- **Language Ability:** Requires the ability to read a variety of financial, administrative, and statistical documents and reports. Requires the ability to speak before audience with poise, voice control and confidence.
- **Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.



- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including finance, accounting, investment management, budgeting, etc.
- **Numeric Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use advanced accounting mathematics and advanced applications of fractions, percentages, ratio, and proportion.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

#### **Background, Experience and Education**

- Bachelor's degree in Finance, Accounting, or Business Administration or related field
- SmartFusion experience preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Ability and availability to travel within the state frequently
- High degree of flexibility
- Ability to thrive in a fast-paced work environment

#### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.