



# FEDERAL PROGRAMS FINANCE COORDINATOR

## JOB POSTING

**ROLE: FEDERAL PROGRAMS FINANCE COORDINATOR**

**LOCATION: CHARTER INSTITUTE AT ERSKINE**

**REPORTS TO: DIRECTOR OF FEDERAL PROGRAMS- FINANCE**

**SALARY RANGE: \$40,000-\$55,000**

**FLSA STATUS: EXEMPT**

**START DATE: SEPTEMBER- OCTOBER 2022**

---

### GENERAL STATEMENT OF JOB

The Federal Programs Finance Coordinator position is a combination of two main functions. One is assisting the Director of Federal Programs - Finance by working with and monitoring schools to ensure compliance of federal programs and the other is performs a variety of financial and accounting functions for the Institute in accordance with federal and state laws and regulations under the direction of the Director of Federal Programs - Finance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as liaison between the individual schools and the Institute.
- Provides schools with guidance and oversight on implementation and compliance with Federal Programs and works on-site with schools regularly.
- Remains current on Federal regulations, policies, issues and programs; ensures Erskine Charter Institute compliance as required and serves as a resource for schools.
- Assists with monitoring of Federal Programs (Title I, Title II, Title III, CATE, IDEA, ATSI and TSI programs) to ensure program implementation and compliance with applicable Federal and State laws and regulations and trains and assists teachers and staff with compliance requirements.
- Supports school Title I Coordinators by facilitating monthly meetings, attending planning meetings, annual meetings, and annual evaluation meetings.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Federal Programs Duties and Responsibilities

- Evaluates Federal programs using evaluation data to plan and implement program changes and improvements; submits evaluation report to the South Carolina Department of Education.
- Assists schools with preparing budgets/budget amendments in Smart Fusion software and reviews budget codes to ensure accurate budget codes are used as per the most recent financial handbook and program amendments for federal programs.
- Responsible for entering school budgets into the state GAPS system and approving prior-approval documentation for federally funded expenditures.
- Works with the Director of Federal Programs to prepare for any Federal Audits.

### 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.



### Key Relationships

Internal: Chief of Federal Programs - Finance, Director of Federal Programs, Director of Finance, Director of School Federal Programs - Finance, Institute Director, Institute Superintendent

External: School Leaders/Principals, School-Level Coordinators, School Finance Officers, Teachers, State Department of Education

### Key Behavioral Competencies and Qualifications

#### Personal Accountability

- Can be consistently relied on.
- Takes personal responsibility for the quality and content of work.
- Demonstrates a strong sense of urgency and through prioritizing and following through on commitments.
- Meets and frequently exceeds goals and objectives within tight timeframes.
- Sets clear and manageable performance goals.
- Finds solutions to problems that may impact performance.

#### Leadership

- Addresses difficult issues with professionalism.
- Listens and responds constructively to other team members' ideas.
- Takes decisive action after considering all available courses of action and the needs and values of the team.
- Encourages active participation and cooperation within the team.

#### Commitment to Excellence

- Actively seeks new ways of working to improve productivity.
- Demonstrates openness to new organizational structures, procedures, and technology.
- Encourages others and has a positive attitude.



### BACKGROUND, EXPERIENCE AND EDUCATION

- Bachelor's degree 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
- Experience with Smart Fusion accounting software preferred

### AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

### DISCLAIMER

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