

Classification Specification: Sr. Fiscal Coordinator

Classification Number: 66532
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Advises and provides budgetary support to department administrator and staff. On fiscal matters prepares, maintains and oversees preparation and maintenance of records and reports related to fiscal activities and operations. Tracks and reconciles expenditures in accordance with policies and procedures. May provide work direction for other staff or student employees.

Essential/Primary Duties

- Tracks and reconciles expenditures in accordance with existing policies and procedures. Manages purchasing activities within allotment guidelines and controls fund distribution to various accounts while overseeing purchasing and document preparation of support staff.
- Monitors and reports allocations, encumbrances, expenditures, carry-forwards, fees, projections, transfers, historical documentation, rationale and recommendations where necessary.
- Prepares, maintains and oversees preparation and maintenance of records, reports, studies and/or correspondence related to fiscal activities and operations to include analytical reports, financial statements, personnel loads and adjustments, space audits, invoicing, collections and deposits, policy explanations.
- Advises administrative officials regarding budgetary and fiscal matters. Acts as a liaison and consults with various departments, vendors and government entities to help develop and maintain budgetary reports.
- Provides assistance with grant submissions, journal entries and coordination of meetings.
- May provide work direction for other staff or student employees.

Experience and Education

Experience

- Two to three years related experience required

Education

- Some college coursework required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Other staff

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.