
JOB DESCRIPTION

POSITION:	Fiscal Coordinator
DEPARTMENT:	310 Finance: Accounting
REPORTS TO:	Finance Director
Wage & Hour Status:	Exempt / Full-time
Pay Grade:	130 – Coordinator I
Hiring Range:	\$43,712.00 - \$48,083.20

PURPOSE: The Fiscal Coordinator performs accounting and fiscal support functions of moderate to complex difficulty to ensure accurate financial reporting, compliance with state and federal requirements, and adherence to internal controls for the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.

DUTIES AND RESPONSIBILITIES:

Accounts Payable

- Process invoices for payment, ensuring proper documentation, accuracy, and compliance with approved budgets and fiscal policies.
- Code expenses to appropriate cost centers and cost accumulators in accordance with state guidelines and internal procedures.
- Prepare accounts payable batches and supporting documentation for supervisory review and approval.

Payroll Support

- Process payroll for exempt and non-exempt employees, including data entry, timesheet review, and payroll documentation.
- Maintain payroll records and assist with resolving routine payroll discrepancies.

General Ledger

- Process routine and moderately complex journal entries as assigned.
- Maintain accurate and organized financial records in the accounting system (MIP Fund Accounting or equivalent).
- Assist with maintaining supporting documentation for all financial transactions.

Reconciliations

- Performs reconciliations as directed and escalates or resolves complex discrepancies

Compliance & Internal Controls

- Follow established internal control procedures to ensure accuracy, integrity, and confidentiality of financial data.
- Ensure compliance with Florida statutes, DEL guidance, and Coalition fiscal policies when processing transactions related to School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.
- Maintain audit-ready documentation for all assigned transactions.

Reporting & Administrative Support

- Prepare routine financial reports and summaries as assigned.
- Assist with preparation of documentation for audits, monitoring reviews, and internal reporting.
- Maintain organized financial files in accordance with record retention requirements.
- Attend required meetings, training, webinars, and professional development activities.

Other Duties

- Assist with community events outside regular business hours as needed.
- Perform other related duties as assigned by management.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in accounting, business administration, or a closely related field.
- Minimum of one (1) year of accounting, bookkeeping, auditing, or related fiscal experience.
- An equivalent combination of education, training, and experience may be considered.

Knowledge, Skills, and Abilities:

- Working knowledge of generally accepted accounting principles (GAAP).
- Proficiency in Microsoft Office applications, with emphasis on Excel, Word, and Outlook.
- Ability to use web-based financial and reporting systems.
- Strong attention to detail with the ability to maintain accurate financial records.
- High level of integrity, confidentiality, and ethical judgment.
- Effective interpersonal and communication skills with the ability to work across departments and with diverse populations.
- Ability to organize, prioritize, and meet deadlines in a fast-paced environment.
- Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in accounting or business administration.
- Three (3) or more years of progressively responsible accounting or fiscal experience.
- Experience with MIP Fund Accounting or similar governmental/non-profit accounting systems.
- Experience working with state-funded programs, grants, or early learning coalitions.

Requirements:

- While performing the duties of this job, the employee is regularly required to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs.
- Must submit to and pass a level 1 background screening and E-Verify requirements.
- Requires a valid Florida Driver's License, good driving record and automobile insurance.
- Must have reliable transportation.
- Must submit and pass a drug screening.
- Telecommute eligible if applicable for portions of the position.
- Ability to work flexible hours/schedule, i.e., occasional Saturdays and evening hours on occasion and ability to work off-site in different settings throughout the community.

WORK ENVIRONMENT:

Works primarily in an office environment.

Approximate travel: 5 %

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

Name

Date