

GREENE COUNTY SCHOOLS
Job Description

Title: **Financial Administrator I**

Qualifications:

1. Minimum Associates Degree (Business or Related Area) Preferred
2. Accounting and administrative experience desirable
3. Must possess numerical aptitude and competence
4. Knowledge of finance software systems

Reports To: Assistant Director / Federal Programs Supervisor / Budget Director

Job Goal: To ensure the orderly and systematic continuation of all functions including: accounts payable, human resources (payroll) and budgets.

Performance Responsibilities: The following duties are normal for this job. These are not to be construed as exclusive or all- inclusive. Other duties may be required as assigned.

1. Technical work in the maintenance of accounting and financial records.
2. Assist Federal Directors with administrative requirements reporting in E-Plan.
3. Assists other departments in the filing of state reports, internal human resources processes (including background checks and other human resources employee financial system setup/updates) and keeps records of such.
4. Assists with providing accurate and updated records for any state, federal or local audit.
5. May assist with inventory records maintenance.
6. May assist with receipting revenues and deposits with the trustee.
7. Performs others tasks as directed by the Director of Schools, Budget Director and Federal Programs Supervisor.
8. Processes requisitions and assists with other duties related to the Save the Children Program as directed.

Physical Demands:

1. Stooping and/or kneeling
2. Sitting for long periods of time
3. Reaching
4. Talking
5. Hearing
6. Seeing

**Temperament
(personal traits)**

1. Adaptability to performing a variety of duties, often changing from one task

to another of different nature without loss of efficiency or composure.

2. Adaptability to dealing with people beyond giving and receiving instruction.
3. Adaptability to dealing with people.
4. Ability to prioritize tasks according to urgency and importance.
5. Ability to communicate clearly and consistently to effectively support supervisors, colleagues, and school level staff.

Capacity & Ability Requirements

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles; ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and ideas associated with them, and to use them effectively
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perception: Ability to understand and interpret information presented in the form of reports, spreadsheets, or tables

Working Environment

1. Office Environment
2. Indoors under climate controlled conditions
3. Moderate to high stress environment

General Requirements

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Terms of Employment

Twelve month year, classified, nonexempt. Salary established by the Board: Financial Administrator I

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Approved by:

Date:

Employee:

Date: