

Director's Executive Associate for
Finance and Administrative Services
Job Description

TITLE: Director's Executive Associate for Finance and Administrative Services

REPORTS TO: Director of Special Education

FUNCTION: To assure smooth and efficient operations of the Special Education Cooperative in support of the Director. Ability to handle the financial and administrative associated work complexity and variety of the Director's office in an independent and responsible professional manner. Ability to work accurately, and efficiently with attention to detail while following established procedures and consistent with the intentions of the Director of Special Education.

RESPONSIBILITIES:

A. Administrative Support

1. Provides support to the Director of Special Education, to assist in accomplishing the objectives of the Director and organizational goals.
2. Prepares materials for KCSEC Governing Board meetings in an accurate and efficient manner for distribution.
3. Facilitates the timely completion of documents and correspondence.
4. Facilitates the implementation of special events for special education students, staff members, and parents.
5. Updates and maintains all policy manuals, procedures, guidelines, and correspondence consistent with timely implementation.

B. Finance Support

1. Budget

- a. Assists in the preparation of an annual budget in accordance with supervision from the Director and guidelines consistent with Governing Board actions and ISBE procedures.
- b. Formulates future expenditure projections and assists with the development of long and short range planning.
- c. Monitors and prepares district tuition assessments based upon the annual budget and quarterly child count for each local district.
- d. Completes the ISBE Joint Agreement Budget form for display and Governing Board approval consistent with ISBE procedures.
- e. Monitors the budget for overall accountability and auditing procedures.
- f. Prepares district room rental contracts and executes payment to each district according to each agreement.

2. Grants & Medicaid Claiming

- a. Prepares the ISBE Part B and Preschool Federal Grant Application Forms consistent with budgetary considerations and ISBE procedures.
- b. Prepares and monitors IDEA Part B Grant Expenditure state forms on a quarterly basis for submission to ISBE.
- c. Works with each district's Business Managers to verify their Maintenance of Effort Worksheet which is required for submission of the ISBE Grant application.
- d. Monitors and prepares required documentation for the WIA grant application and expenditure reports as required by Kane County Department of Employment.
- e. Completes the entire claiming process of the Illinois Department of Public Aid Medicaid Administrative Outreach Claim on behalf of the Cooperative and all districts on a quarterly basis.
- f. Updates all software and documents required in order to process the Medicaid claim.

3. Administrative Management Services

- a. Prepares and provides information for the annual audit of accounts and grants.
- b. Monitors and executes all payments of accounts payable and maintains accurate records for these transactions.
- c. Monitors and executes all accounts receivable transactions and maintains accurate records for these entries.
- d. Monitors all bank accounts and investments and completes the monthly bank reconciliation
- e. Prepares the monthly Financial Report for the Governing Board.
- f. Prepares the monthly Balance Sheet, General Ledger Report, and all other required reports needed for auditing purposes.
- g. Prepares the ISBE Annual Financial Report as required by ISBE by October 15th of each year.
- h. Prepares the ISBE Annual Financial Report for Publication as required by ISBE by December 1st.
- i. Prepares all required public notice items which are required by ISBE.
- j. Serves as support for payroll processing including all deductions, benefits and human resource documents.
- k. Monitors all TRS and IMRF requirements for reporting and compliance.

C. Communication

1. Disseminates information to administrative, staff, parents and organizations that increase effective practices and communication.
2. Provides on-going communication with Cooperative and district personnel on matters of policy, procedure, and finance as operationalized by the Director.
3. Maintains open and positive relationships through verbal and written contact and materials.
4. Extends an appropriate public relations image on behalf of the Director and Cooperative.

D. Leadership

1. Achieves identifiable contribution on behalf of the Director's office and exhibits responsibility, initiative, and accomplishes measurable task performance.

E. Evaluation

Annually by the Director of Special Education