

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Adult Ed, Program Manager

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform routine to moderately complex clerical and technical accounting functions in the maintenance of accounting and internal control systems for Adult Education. The position is responsible for fiscal matters which may include establishing and overseeing bookkeeping procedures, assuring adherence to fiscal policy, and maintain adequate internal controls for efficiently recording, summarizing and reporting the result of financial activities. Supports development of multiple budgets to include WIOA funds and Federal Grants. Works with supervisor and staff to scrub data and is in charge of data submission for three times of year to the state. Maintains and updates website for Adult Education on a weekly basis. Provides clerical assistance to supervisor and office staff, and performs related tasks as assigned. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Provides office management for assigned department, division or program, ensuring effective and efficient office operations and compliance with all applicable policies, procedures and standards of safety and quality.

Provides training, instruction to staff members; may assist in selecting new staff; coordinates workflow and provides advice and assistance as needed.

Assists in developing and implements office policies and procedures.

Provides administrative assistance to supervisors and staff by performing such duties as preparing and typing correspondence, scheduling and coordinating meetings, maintaining calendars, compiling information and preparing materials for supervisor's use, and making travel arrangements.

Answers the telephone; provides information and assistance to callers and/or forwards calls to appropriate personnel; takes messages; greets and assists office visitors.

Establishes and maintains effective and efficient record-keeping systems, including hard copy files and electronic files.

Assists in researching, compiling, organizing and/or processing student, staff and/or program information, documentation or statistical data; enters and retrieves data into/from computerized recordkeeping systems; maintains databases; prepares, assembles and /or distributes information and reports; researches

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Adult Ed, Program Manager

department records, database records, internet sites and other resources as needed.

Maintains data for all Adult Education programs and ensures the quality and correctness in order to submit AGE data to the state three times a year during the correct submission windows.

Prepares and maintains employee leave and payroll records; prepares Worker's Compensation claims as needed; prepares FTE and accident reports. Receives, reviews, processes, prepares, types, proofreads and/or submits a variety of routine and specialized reports and documents and correspondence.

Supports supervisor and staff in applying for and administering federal grants.

Updates and advises Adult Education management team on expenditures of funds with regards to school readiness.

Calculates, receives, receipts and posts various fees, fines and other payments; balances receipts daily; prepares deposits; processes refunds as appropriate.

Prepares billing invoices for all Adult Education programs.

Manages accounts payable; processes purchase requisitions and produces purchase orders; maintains and updates vendor files.

Enters, verifies for accuracy, updates and retrieves computer data; prepares spreadsheets.

Prepares and posts budget amendments.

Assists in maintaining financial records for federal grants and WIOA funds.

Conducts routine audits of records by examining, verifying and reviewing accounts, invoices, bills and vouchers; researches accounting problems and discrepancies in records; makes corrections as necessary.

Maintain equipment inventory records.

Prepares periodic and special reports as required by the department, school, District and other agencies.

Recommends procedures and assists in developing forms used in the budget process

Receives and responds to inquiries, concerns, complaints and requests for assistance from personnel and citizens regarding Adult Education.

Collaborates with support staff to ensure that student data and information are entered correctly into the Adult Ed's student information system.

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Adult Ed, Program Manager

Collect data and prepare state and federal reports that are based on information derived from student information system. Coordinates timely submission of most state required collections.

Adhere to local, state, and federal regulations to ensure that all student information is kept confidential except as required by legal order

Prepares customized reports for Adult Education and assists in accountability and audits reporting

Greets office visitors and provides professional, courteous customer service; assists customers or obtains information for customers as requested; explains financial policies and procedures; refers customers to other personnel or offices as appropriate.

Prepares, types, copies, files, transmits and/or mails various records, reports, notices, forms, and correspondence.

Performs other general clerical work as required, including but not limited to establishing and maintaining files, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, processing mail, maintaining lists and logs, ordering office supplies.

Develops and maintains the Adult Education website weekly.

Attends staff, committee and other meetings as required.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Adult Ed, Program Manager

Provides assistance to people in achieving task completion; speaks with or signals to people to convey or exchange information.

**Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Adult Ed, Program Manager

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a Bachelor’s degree or higher from an accredited college or university with concentration in finance, accounting, school administration, public or business administration.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

### **Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** Adult Ed, Program Manager

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director/Department Supervisor

**Supervises:**

N/A

PAY GRADE: From: D133A1 To: D133S3

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 7/20/2021