



Little Rock School District

JOB DESCRIPTION

Position Title: Position Control Specialist

Prepared Date: February 1, 2019

JOB GOAL:

Under general direction, provides high-level support for the Chief Financial Officer, performing a variety of responsible and confidential office, technical, and administrative functions; performs other related duties as assigned.

TERMS OF EMPLOYMENT:

Twelve (12) month contract (245 days), Pay 802 Grade 16, plus Benefit Package NOTE: Precise placement on the salary schedule will be determined based upon experience. **FLSA: Non-Exempt**

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in accounting required. Master's degree preferred.
2. Five (5) years related school accounting experience; or equivalent combination of education and experience; one and a half (1 ½) years of LRSD relevant work experience may be substituted for one year of required education. (Ex: 6 years of LRSD experience equates to a four-year college degree).
3. Advanced level computer skills required (e.g., word processing, spreadsheets, data bases, ability to use email and internet search engines); working knowledge of APSCN (with emphasis in eFinance Position Control); Knowledge of secretarial procedures and office management techniques; correct English and grammar, punctuation, spelling, and proofreading; record keeping and filing systems; general finance and accounting principles
4. Skill and ability to communicate effectively, both verbally and in writing, with diverse groups including top level administrators and Board members; prepare concise and accurate written communications; prepare documents and complete work assignments; exercise analytical and independent judgement; set up and maintain database files; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies and procedures relating to Administration office operations; accurately record/transcribe meeting minutes; identify and research sources of data in the community to obtain information; maintain cooperative working relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
2. Serves as principal point of contact between the CFO and assigned Directors.
3. Processes all Position Authorization Forms (PAFs) in eFinance to create new positions and/or increase/decrease authorized FTE; maintains and reviews centralized Position Control Log for



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creation and maintenance of positions and budgets; notifies administrators when PAFs have been processed.

4. Works directly with Human Resources and Payroll to ensure accuracy and availability of positions for generating Vacancy Documents for new hires, transfers, and separations.
5. Conducts periodic position control review rosters with Child Nutrition, Athletics, Special Education and Maintenance Departments to reconcile position control with Department's Manifest Roster due to resignations and/or budget funding changes or reductions.
6. Collaborates with Financial Services, Federal Programs, and Grants for determination of position funding per Arkansas Financial Accounting Handbook; notifies Financial Services when payroll redistribution is necessary due to a position control funding change.
7. Provides user support in all aspects of Position Control; develops training documents; assists administrators, directors and other designated staff with Vacancy, Budget, Attendance Tracking and Staffing Reports; conducts training as directed by CFO.
8. Collaborates with Information Services to troubleshoot issues in report definition and to verify end-user access for eFinance.
9. Responsible for the preparation, maintenance and submission of Absence Reports of employees under the direction of the CFO. Prepares weekly employee absences online; submits a printed copy with back-up leave documentation forms to the CFO for approval and files in an organized manner.
10. Maintains the CFO's office Pro-Card; Prepares all necessary documentation and reports for the CFO approval; Reviews Pro Card Reports for CFO directors for accuracy before submitting to CFO for approval and forward to Financial Services for payment. Processes payments for goods and services purchased by CFO office and other departments as directed.
11. Develops and prepares school and departmental budget worksheets; Provides correspondence to appropriate budget managers with pertinent submission deadline; Reviews budget worksheets before submitting to Financial Services for upload into annual expenditure budget; Monitors school budgets for adjustments after October 1st enrollment. Assists schools/department staff with budgets.
12. Screens and reviews applications for all bookkeeper vacancies; Prepares matrix worksheet which compares applicants with minimum qualifications based on position announcement; Forwards matrix to hiring supervisor to assist in interview process



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13. Updates annual ARMAC participant roster; Coordinates annual training for new and existing employees in ARMAC; Monitors ARMAC Random Survey Moments for participant email response to prevent loss in school district reimbursement of Medicaid funds.
14. Assists with preparation of Board agenda items for the CFO and other departments as assigned. Performs research/audit assignments and prepares reports as needed.
15. Updates and submits annual employee file upload to SafeSchool for online professional development library.
16. Serves as Worker's Compensation Site coordinator for Administration Building.
17. In absence of Senior Executive Assistant, screens telephone calls, greets guests and prepares correspondence for the Superintendent.
18. Performs other duties as directed by CFO and/or Superintendent.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.