



**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Compliance Officer Job Class: 2525		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Small Community Schools	<b>DIVISION</b> Division of Parent & Student Services
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Coordinates financial processes and provides direction to alternative schools to ensure their financial reporting is compliant with MPS standards.		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides alternative school accounting personnel with information and assistance on a daily basis.
2. Assists alternative school accounting personnel with bookkeeping and accounting procedures.
3. Regularly visits alternative schools to monitor expenditures and accounting procedures.
4. Works with alternative school finance staff to ensure financial compliance issues.
5. Provides technical advice and assistance to resolve accounting, budgetary and audit problems.
6. Monitors funds and provides disbursements to alternative school personnel.
7. Completes special projects to assist the Division in achieving its mission.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision received within the Division of Small Community Schools

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the work of a school secretary

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in accounting or business from an accredited college or university. A master's degree is desired.

**Experience Requirements**

A minimum of four years of experience in accounting and/or budgeting, preferably for a public sector organization.

**Knowledge, Skills, and Abilities**

A strong working knowledge of Microsoft computer applications, including spreadsheet and database applications. Must also understand automated accounting software. Excellent written and verbal communication skills and teamwork skills are required. Must be able to work effectively with diverse groups. Organizational skills are critical, as are strong problem-solving and analytical skills.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending; occasional driving to alternative locations.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**