

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SPECIAL PROJECT COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide direct support/assistance to Finance Department management to meet departmental goals. Duties and responsibilities include pre-auditing/approving invoices for school building program projects, preparing monthly status reports for such projects, presenting status reports to designated committees, reviewing contracts related to projects, provides support for arbitrage related calculations, applying internal control procedures, assisting with budget administration, processing documentation, maintaining records, and performing other tasks as assigned. Reports to Finance Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direct support and assistance to Finance Department management to meet departmental goals; conducts special projects or routine operations as assigned.

Ensures departmental compliance with applicable accounting guidelines, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Consults with Finance Director and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Assists in developing, updating, and implementing policies and procedures; develops, reviews, and applies internal control procedures as assigned.

Assists with budget preparation and administration; prepares spreadsheets to project salary requirements based on established criteria; prepares and distributes the county's budget documents; reconciles balance sheet account.

Pre-audits and approves invoices for school building program projects or various construction projects; prepares monthly status reports for such projects and presents status reports to designated committees; reviews contracts related to projects.

Maintains and reconciles accounting records for Capital Projects Fund; reports to Health and Education committee of County Commission on status of specific construction projects.

Reviews investment account activity relating to construction accounts and reconciles to underlying financial records.

Assists Finance Director in calculations to determine the county's compliance with arbitrage regulations.

Interacts with Trustee's Office to inform how much to pay out from investment accounts and to ensure bond proceeds and investments are maintained in compliance with IRS arbitrage regulations.

Performs research and analyzes financial data as needed to provide special projects as requested.

Rutherford County, Tennessee • Special Projects Coordinator

Prepares or generates a variety of reports; reviews reports for accuracy; performs applicable calculations; forwards and/or files reports as appropriate.

Prepares or completes various forms, reports, correspondence, status reports, budget documents, financial records, or other documents.

Receives various forms, reports, correspondence, contracts, invoices, budget documents, accounting guidelines, catalogs, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, fixed asset inventory, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of departmental records.

Communicates with Finance Director, county officials, employees, other departments, school principals, vendors, sales representatives, financial institutions, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Reconciles bank statement accounts.

Coordinates tax reporting and payment of taxes in accordance with state/federal tax requirements; processes all applicable tax payments; ensures proper calculation of federal taxes and timely wiring of tax payments; prepares required tax reports and submits to appropriate agencies; coordinate production, verification, and mailing of W-2 forms.

Prepares various payroll reports, retirement reports, tax reporting forms, or other documentation: compiles data for report preparation; submits reports/forms to appropriate individuals or agencies; ensures submission of any associated payments.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Business Management, or closely related field; supplemented by one (1) year previous experience and/or training involving accounting, inventory control, and project coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Possession of professional certification such as Certified Public Accountant (CPA) or Certified Governmental Financial Manager (CGFM) preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

PHYSICAL DEMANDS ANALYSIS

- 1. **STANDING AND WALKING**
Maximum Continuous Time: 2
- 2. **SITTING**
Tasks: Enter Data
Maximum Continuous Time: 4
- 3. **LIFTING/CARRYING**

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

- 4. **BENDING/SQUATTING/KNEELING**
Tasks: File Retrieval
Frequency: Daily
- 5. **REACHING**
Tasks: File Retrieval
Hands Used: **RIGHT X** LEFT BOTH
- 6. **WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u> 100 </u> % of time
Outside	<u> </u> % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Calculator, Keyboard

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e: writing, twisting hands or wrist, etc	X		All day

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date