

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Special Education Finance Compliance Manager  
**Department:** Special Education  
**Reports to:** Director of Special Education  
**Prepared Date:** June 2016

**SUMMARY OF RESPONSIBILITIES**

Provides the Special Education Department with leadership and management in the areas of accounting, facilities, payroll, federal and state reporting, grants, staffing, purchasing, and clerical supervision.

**DUTIES AND RESPONSIBILITIES**

- Provides oversight of and accountability for state and federal compliance consistent with state and federal finance policies and statutes.
- Develop, prepare, and manage all Special Education Department budgets.
- Supervise and monitor state and federal Special Education revenues and expenditures.
- Supervise and manage the Education Data Reporting System (EDRS) and State Educational Record View and Submission System (SERVS) for reimbursement of state and federal funds.
- Supervise and monitor and maintain records for reimbursement of all federal Special Education grants.
- Secure and maintain Personal Certifications (PC) and Personal Activity Reports (PARS) for all Special Education staff paid with state and federal funds.
- Supervise tuition systems for out of district and resident students.
- Assist in supervision of third party billing processes.
- Manage and assist in the design of district wide Special Education facility changes, improvements, and additions of Special Education classrooms and programs.
- Approve and authorize all financial obligations and decisions for Special Education in connection with the Buildings and Grounds Department.
- Approve all purchasing for Special Education. Implement and maintain inventory system of required capital purchases to meet Minnesota Department of Education (MDE) requirements.
- Approve vouchers, services rendered, and invoices for the Special Education Department.
- Supervise payroll reporting for central office Special Education staff.
- Assist director in development and allocation of Special Education staff.
- Supervise and maintain staffing system, including determining staffing allocations and license requirements at each district site. Approve postings for open positions. Manage all staffing activity for Special Education district wide with the Employee Services Staffing Supervisor.
- Manage all Special Education allocations of FTE by facilitating all FTE increases, decreases, and/or changes with the Employee Services Staffing Supervisor.
- Approve and manage all data forms, contract extensions, and stipends for district wide Special Education staff.
- Supervise Special Education central office support staff (including Brailist and Secretaries), including hiring, performance appraisals, discipline, termination, etc. Assign duties for Special Education central support staff.
- Hire all clerical support staff for Special Education district wide.
- Manage the Special Education administrative office space, including assigning staff cubicles, managing storage of records and files, and problem solving space and equipment conflicts.
- Performs other tasks and assumes other responsibilities as directed by Director of Special Education.

## **SUPERVISORY RESPONSIBILITIES**

Manages Special Education Department staff. Directly supervises clerical support staff in the Special Education Department (including Brailist and Secretaries). Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, including hiring, performance appraisals, discipline, termination, etc., and assigning duties for Special Education central support staff.

## **EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in accounting, business, or related field.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

## **KNOWLEDGE, SKILLS & ABILITIES**

Possess advanced knowledge of district, state and federal regulations governing Special Education.

Ability to apply district, state and federal policies, practices and guidelines.

Ability to apply standard accounting practices as needed in the course of the job.

Ability to perform complex mathematical calculations.

Ability to work independently assessing and analyzing data with the ability to draw conclusions and present findings and make recommendations.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Ability to lead, guide and/or coordinate others in collaborative projects.

Ability to work under limited supervision following standardized practices and/or methods.

Knowledge of the impact work has on the District.

Skilled in verbal and written communication to/with a diverse audience.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to maintain regular attendance, which includes completing an assigned day.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.