



JOB DESCRIPTION: BUSINESS AND SCHOOL SOLUTIONS SPECIALIST

DEPARTMENT:	Business and School Solutions	REPORTS TO:	Manager, Budget & Contracts
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	07/20/2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Business and School Solutions Specialist, under the supervision of the Manager, Budget and Contracts of Business and School Solutions, performs functions specific to managing all administration for responsibility centers under Business and School Solutions. The Specialist primarily oversees and maintains the processes related to contracts and budget of responsibility centers under Business and School Solutions to ensure compliance. The Specialist ensures process efficiencies and process enhancements. The Specialist will research, design, develop, implement and administer a system that monitors and ensures compliance with all agreements and budgets. The Specialist will provide subject matter expertise in the area of contracts and budget to both external and internal customers.

ESSENTIAL POSITION FUNCTIONS:

- Research, design, develop, and implement a system for maintaining contract agreement status, and board spending authority
- Serve as a system administrator by preparing and generating complex monthly and ad-hoc financial reports; ensuring all reports generated are accurate and provided in real-time
- Analyze data to identify trends and efficiencies; provide recommendations for improvement
- Research and stay abreast of all applicable state and federal laws and regulations as related to procurement
- Act as a subject matter expert in provide training and support to internal staff as needed related to contracts and budgets
- Plan, organize and complete complex tasks related to course and vendor data, processes, budget and evaluate results
- Oversee the disbursement of funds as approved in contract agreements
- Ensure all internal systems are up to date
- Identify, research, and reconcile vendor/invoice discrepancies
- Implement, design, and maintain a system to oversee purchase order requisitions and change requests
- Meet fiscal year end budget deadlines
- Work proactively with teams to address internal/external customer needs; exercise best judgement and creativity to promptly resolve issues/concerns as needed
- Track, measure, and achieve defined department metrics
- Provide recommendations to improve reports and reporting processes
- Assist in budget preparation, tracking budget and monitoring expenditures, tracking contractors

- Serve as point of contact and liaison with internal and external customers
- Maintain internal communication site on the Intranet
- Determine best practices and write/maintain standard operating procedures
- Determine effectiveness of established policies and procedures, and provide recommendations for improvement
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Associate’s degree; or equivalent combination of education and relevant experience

Experience:

- Three years’ of related field experience
- Experience using databases and excel, preferred

Knowledge, abilities and skills:

- Knowledge of MS Windows, MS Office, and Internet Explorer
- Ability to communicate effectively both verbally and in writing
- Ability to provide superior customer service
- Skill in working in a detail-oriented, deadline-driven environment
- Possess qualities and skills to be a proactive, positive team player
- Ability to prioritize tasks while maintaining consistent level of quality
- Ability to work with and for multiple employees and meet deadlines
- Excellent organizational skills, such as scheduling and preparing materials on a timely basis
- Exercises independent judgment to adopt or modify methods and standards to meet responsibilities
- Proficiency in Excel, Word, and Microsoft Outlook
- Strong interpersonal skills and organizational skills
- Ability to review, classify, prioritize, and analyze problematic situations

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>

<i>message is consistently error-free; The written message has the desired effect on the target audience</i>	
INTERPERSONAL SKILLS <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	FUNCTIONAL /TECHNICAL EXPERTISE <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

PEER RELATIONSHIPS <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	CREATIVITY <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i>
SELF KNOWLEDGE <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	PLANNING <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
ORGANIZING <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	PROBLEM SOLVING <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i>
DRIVE FOR RESULTS <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.