

RESA Purchasing and Finance Coordinator Responsibilities 2011-2012

Mandated by Policy:

- Develop cooperative purchasing ventures whenever appropriate for the region
- Management of all budgets
- Management of internal financial controls
- Accountability for Finances

WV State Board:

- RESA Annual Report
- RESA Strategic Plan
- RESA Annual Financial Report
- Monthly Budget Status Report
- Budget Supplements and Transfers

WVDE Requests:

- Review and develop budgets for all State and Federal grants
- Provide close out information for all State and Federal grants when required
- Request State and Federal funds when appropriate
- Review and revise the Certified List
- Budget Supplements and Transfers by line item
- Attend trainings when appropriate to maintain awareness of any changes in fiscal requirements

RESA-6 County Requests:

- Develop cost allocations for County funded programs
- Quarterly invoicing for County funded programs
- Detailed invoicing for schools for computer parts for repairs
- Multi-county bids for Copy Paper
- Multi-county bids for Custodial Supplies
- Develop Custodial Catalogs and reports for school and county use
- Multi-county bids for Instructional Supplies
- Develop Instructional Catalogs and reports for school and county use
- Multi-county pricing review of Instructional Supply Teacher Catalogs for county distribution and individual teacher use
- Monitor various county contracted services to ensure that original service agreement understandings are being maintained
- Maintain research and focus on issues surrounding GASB 45
- Facilitate and change the Regional Food Cooperative
- Provide quarterly meetings of business officials

- Attend RESA-6 Board meetings
- Miscellaneous projects

RESA-6 Administrative Requirements:

- Monitor budgets on a regular basis
- Monitor cash flow on a monthly basis
- Receipt funds as received
- Approve all purchases to verify funding stream and legal appropriateness
- Monitor purchasing practices to maintain internal controls
- Determine appropriateness of any new vendors
- Work with directors and coordinators to develop appropriate budgets
- Prepare monthly budget status reports for directors and coordinators
- Prepare RESA salary scales
- Determine appropriate salaries for all personnel
- Review and verify accurate salaries throughout the year
- Determine appropriate purchase or bidding procedure for any large purchases at RESA-6
- Attend Director Council Meetings
- Miscellaneous duties as assigned