

## **Job Title: Accounting Coordinator**

**Reports To:** Executive Director of Operations

**Overview:** Works as an equal, highly collaborative partner alongside the Accounts Payable Coordinator, Payroll Coordinator, and HR Benefits Coordinator to form a collaborative financial coordinator team. *This role has no supervisory duties.*

**Core Objective & Team Philosophy** The Accounting Coordinator is the financial anchor of the district's day-to-day operations. A critical function of this role is to be highly collaborative with the Executive Team. The Accounting Coordinator ensures that the Superintendent and Executive Director of Operations have accurate, responsive, and relevant financial data to make high-level executive decisions.

### **Key Responsibilities**

- **Executive Reporting & Collaboration:** Partner with the Executive Team to provide clear, regular financial updates. Assist in preparing data for monthly Board of Education meetings and compiling the Annual Secretary of the Board Report (ASBR).
- **State Compliance & Coding:** Serve as a primary resource for DESE financial guidelines. Collaborate with the team to ensure district expenditures and revenues are categorized accurately to maximize funding and maintain audit readiness.
- **Budget Monitoring & Approvals:** Act as a secondary approver on district Purchase Orders, helping to monitor budget balances and ensure funds are appropriately allocated across departments.
- **Grant Administration:** Support the management of state and federal grants by helping to enter key budgets, track payment requests, and assist with required expenditure reporting.
- **Bank Reconciliation & Internal Controls:** Collaborate with the Accounts Payable Coordinator to complete the monthly balancing and reconciliation process for the district's bank accounts. Prepare the documentation for final review and sign-off by the Executive Team to maintain strong internal controls.
- **Payroll & Liability Support:** Maintain segregation of duties by serving as the final submitter for processed payroll files. Process standard quarterly tax and workforce reports, and partner collaboratively with the Payroll Coordinator to complete specialized annual reporting (such as pension and liability reports).
- **Debt Service & Financial Obligations:** Assist in managing and processing scheduled payments for the district's long-term financial commitments, including lease agreements and bonded indebtedness.
- **Audit Preparation:** Work alongside the Executive Team to gather and upload the required financial data for the annual district audit.