

ADDENDUM

SECRETARIAL/CLERK POSITIONS - III

ACCOUNTING COORDINATOR

SPECIFIC DUTIES AND RESPONSIBILITIES

In addition to the general duties and responsibilities of responsibilities of this classification of jobs the following duties and responsibilities are required of the Accounting Coordinator.

- 1. Uses district accounting software to perform accounts payable functions.*
- 2. Implements district purchasing policies/ procedures from processing of requisitions and purchase orders to processing and properly recording invoices; including all necessary communications to ensure the timely receipt of ordered goods, materials and services.*
- 3. Initiates invoice approval process with schools and departments.*
- 4. Maintains paid and open purchase order files by vendors and ensures accuracy.*
- 5. Maintains a current file of vendors, their representative phone numbers and addresses.*
- 6. Maintains accounts in a logical order and prepares various state and local reports (e.g. 1099's).*
- 7. Maintains a working knowledge of Town Accounts Payable operations in order to provide records interface and support as needed.*
- 8. Prepares various expense and general ledger reports and analyses as requested by administration.*
- 9. Regularly monitors and reports on account and grant balances to appropriate administrators.*
- 10. Responsible for all student activity accounting and account management.*
- 11. Liaison to the Town Comptroller's Office for the monthly reconciliation of the BOE operating budget; grant accounts and bank reconciliations.*
- 12. Maintains the district's fixed asset inventory system and coordinates with the Town Comptroller's Office regarding asset depreciation.*
- 13. Serves as document retention/disposal clerk.*
- 14. Acts as backup to the Payroll system function of the school district*
- 15. Assist with the budget planning; audit preparation and reporting.*
- 16. Working with the Director of Finance, Technology and Operations, reviews and recommends changes to business procedures to streamline accounting operations for efficiency and to ensure proper controls are in place.*

¹ Essential duties and responsibilities are italicized.