

Mount Prospect School District 57

Title: Accounting Coordinator

Reports To: Assistant Superintendent for Finance and Operations

Job Goal: Perform accounting functions relative to the efficient and effective operation of the school district and the fiscal services department.

Essential Duties and Responsibilities

1. Supervise day-to-day accounting activities of the district, working closely with the payroll specialist and purchasing agent as their roles pertain to accounting functions.
2. Maintain all general ledger and subsidiary ledger daily, weekly, monthly, and annually. Direct or coordinate imprest and balancing functions.
3. Balance monthly to the general ledger and to underlying forms, reports, other supports, assets, liabilities, and related income and expense items. Balance sheet transactions would include: receivables for various fees and other income sources; inventory; prepaid expenses; accounts payable and encumbrances; accruals including payroll taxes and other withholdings, unemployment claims, workers compensation claims, insurance, etc.; debt obligations.
4. Prepare and enter all journal entries.
5. Post and reconcile daily deposits; balancing and computer entry of all district receipts.
6. Prepare letters to treasurer on all fund transfers, void checks, and non-sufficient fund checks.
7. Assist with the preparation of the annual budget and provide periodic budget reports for the superintendent, business manager, and other responsible parties.
8. Enter annual and periodic budget information on the computer system and update as needed to reflect changes and/or transfers during the year.
9. Prepare monthly financial operating reports including budget to actual variance amounts and explanations for Board of Education, departments, schools, management, and community service programs.
10. Prepare monthly financial statement for the Board of Education, management, schools, and departments.
11. Collaborate with the Payroll Specialist to support the implementation and answer questions regarding staff benefits.
12. Collaborate with the HR and Payroll departments to support the staff payrolls.
13. Ensure the integrity of data processed in accordance with the job description. This integrity is accomplished through a detailed review and verification of transaction documenting.
14. Assist in the student registration process by collecting fees, and when necessary, serving as the district's liaison with a local collection agency.
15. Coordinate the district's online payment system utilized for student fees and other miscellaneous payments.

16. Develop annual cash flow report and adjust monthly based on financial needs.
17. Maintain confidentiality in the performance of all assigned duties.
18. Perform other appropriate tasks as assigned by the Assistant Superintendent for Finance and Operations

Education and Experience:

- High school diploma.
- Accounting degree and/or five years work experience as a bookkeeper or other equivalent training and experience preferred.
- Word processing and general office skills including ability to operate a computer and related software; able to use office equipment, such as copier, calculator, and fax machine.
- Knowledge of school budgets, accounting principles, and bookkeeping methods.
- Able to accurately calculate numbers and amounts such as percentages, interest, deductions, proportions, etc.
- Able to communicate clearly and concisely, both orally and in writing.
- Able to prioritize tasks, address multiple tasks simultaneously, organize projects and assume responsibility for completion.
- Demonstrates ability to work well with others.

Language Skills: The employee must possess the ability to read, write and comprehend multi-step instructions, short correspondence, and memos; and demonstrate the ability to effectively and succinctly present information to staff and administrators.

Mathematical Skills: The employee must possess the ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals; and the ability to compute rate, ratio, and percent.

Reasoning Ability: The employee must possess the ability to apply common sense understanding to carry out detailed written and oral instructions; and the ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: The employee possess the ability to work others; the ability to maintain composure under stressful situations; the ability to develop effective working relationships with the staff, and the school community; the ability to communicate clearly and concisely both orally and in writing; the ability to perform duties with awareness of all district and Board of Education policies; and the ability to understand confidentiality and to abide by confidentiality regulations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move up to 20 pounds such as equipment and supplies. The employee is regularly required to reach with arms and hands. The employee is regularly required to stand, walk, talk and hear. The employee is required to sit, to use hands and fingers to feel objects, tools or controls. The employee is occasionally required to bend at the trunk. Specific vision abilities required by this job include close vision and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is that of a regular office environment. The employee may be exposed to viruses at a greater risk than the average person. The employee must work with the public and district staff, continuously meeting multiple demands from several people.

Terms of Employment:

Twelve-month work year; salary, work year, and work schedule to be established by the Board of Education.

Evaluator:

Assistant Superintendent for Finance and Operations

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. The individuals currently holding this position perform additional duties, and additional duties beyond those may be assigned.