



12-Month Accounting Coordinator

Job Category: Non-Certified

Status: Non-Exempt

Location: Administration Building

Reports to: Business Manager/CSBO

Qualifications

Prior accounting experience preferred

Under the direction of the Business Manager/CSBO, perform technical and complex accounting duties in the preparation, maintenance, and review of District financial records, accounts, and reports to assure accuracy and conformance to established procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Computer database/word processing skills with a minimum 40 wpm typing skill, knowledge of iVisions, Google Workspace, MS Excel, PowerSchool and various software programs recommended.

Education Requirements

H.S. Diploma Required; Associate and/or Bachelor Degree Preferred

Job Goal

To assist in the administration of the District's business affairs to provide the maximum services for the financial resources available.

Performance Responsibilities

1. Processes all revenues and payables.
2. Assists in the preparation and execution of the budget.
3. Directs and supervises the issuance and processing of appropriate purchase orders to obtain requested materials.

4. Performs routine maintenance to the vendor and purchase order database.
5. Ensures proper coding of all invoices, P-cards, and purchase orders.
6. Reconciles the District's Activity and Imprest disbursements, deposits and reconciles monthly against bank statements.
7. Able to commute to the District's local banks and Niles Township School Treasurer's Office.
8. Maintains accounts receivable records and communicates with organizations or individuals when revenue is past due.
9. Compiles exception reports to assist administrators in over-expenditure analysis.
10. Reports to administration the status of their budgetary accounts.
11. Assists auditors in review, preparation, and collection of data for financial reporting.
12. Audits to protect the School District, its students and staff, from and against liability, property damage, and losses.
13. Provides reports to satisfy FOIA requests.
14. Performs the necessary rollover tasks in the District's financial software system annually to progress to the next fiscal year.
15. Maintains accurate paper archive files and adheres to the appropriate disposal/destruction schedules relative to the nature of the records.
16. Available to assume payroll responsibilities and basic reception desk tasks as backup.
17. Completes special projects assigned by the Business Manager/CSBO.

Physical, Sensory and Environmental Demands

Physical: The employee frequently is required to stand; walk; sit; use hands and fingers; sit continuously for extended periods of time; and reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of a business office environment.

Terms of Employment

Twelve-month position. Hourly wage and work year to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.