

**TITLE:** Coordinator of Budgets and Accounting

**PURPOSE:** Maintain financial operations; ensuring revenues and expenses are within budget limits and overall fiscal policies and/or practices and/or regulations meet compliance requirements; maintaining accurate account balances; evaluating feasibility of services within budget parameters; ensuring efficient use of financial resources; and providing financial information, guidance and recommendations to the administration, and operations department.

**QUALIFICATIONS:**

- Bachelor’s degree required; preferably in Accounting, Finance, or Business Administration/Management.
- At least five (5) years of experience in accounting or finance required; school business experience preferred.
- Must be proficient in Word, Excel, Outlook and Financial Accounting Software
- Comprehensive knowledge of accounting principles and practices with strong knowledge of the Illinois Program Accounting Manual is preferred.
- Skills, knowledge, abilities:
  - Ability to exert strong leadership in the field of accounting and to inspire superior performance in members of the staff.
  - Knowledge of generally accepted accounting principles and practices.
  - Ability to make firm decisions in the areas of responsibility and to delegate responsibility to members of the staff.
  - Ability to develop and implement short and long-range plans and processes.
  - Ability to function independently and effectively in addition to being a member of the business office team.
  - Ability to communicate effectively in speech and writing.
  - Good interpersonal skills with administrative staff and support.
  - Able to use office equipment

**REPORTS TO:** Accounting and Auditing Administrator

**SUPERVISES:** Accounts Payable Analyst

**MAINTAINS LIAISON WITH:**

Executive Cabinet, District Leadership Team, External Auditors, and All Administrators including Support Staff for the above Administrators

## ESSENTIAL FUNCTIONS:

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Recording all required financial transactions of District 61 and Macon-Piatt Special Education District in accordance with generally accepted accounting principles and the Illinois Program Accounting Manual.
- Completes final review of accounts payable checks and prepares for mailing.
- Assists with the completion of the annual budget and financial reports as requested.
- Assists with organizing the audits as requested.
- Maintenance of financial records and issuance of pertinent financial reports.
- Current monitoring and reconciliation of general ledger reports.
- Assists with accounting control.
- Assists District staff in interpreting and understanding financial data and reports.
- Security oversight of financial and human resources software.
- Completes monthly and annual reports as required by State regulations, requested by the Board of Education, or District Administrators.
- Supervises and evaluates Accounts Payable Analyst.
- Coordinates purchase order activities for the purpose of ensuring purchases are processed correctly and in a timely manner
- Maintains financial records for the purpose of ensuring completeness and availability of records and compliance with District policy and established regulatory guidelines.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adhering to established procedures prior to processing.
- Assists buildings with purchasing and payables process, and student activity accounts.
- Respond to inquiries of staff and administration for the purpose of providing information, direction and/or referral for addressing inquiry.

- Other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary to be based upon salary schedule established by the Board, 261 days per year

**GRADE LEVEL:** 14

**FSLA:** Non-Exempt

**EVALUATION:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions*

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

**MENTAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The job is performed under

minimal temperature variations and a generally hazard free environment.

*Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.*