

Accounting Coordinator

Dept/Div: *Finance and Operations/Finance*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work that provides support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget, and related work as apparent or assigned. Work is performed under the general direction of the Director of Finance. Occasional supervision is exercised over finance office staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Coordinates general ledger accounting functions such as regular general ledger review, revenue and expenditure account review and oversight for district operations including building operations, construction, and other facilities related projects, for the purpose of ensuring that department functions are completed in an accurate and timely manner.

Coordinates general accounting functions in accordance with Generally Accepted Accounting principles (GAAP) and the Uniform Financial Accounting and Reporting System (UFARS).

Supervises and provides support to other departmental personnel regarding procedures and program requirements for the purposes of ensuring efficient processing in compliance within district policy and established regulatory guidelines.

Assist the district's Director of Finance and revenue coordinator with the calculation of state aid and other revenue sources.

Assist in the preparation and monitoring of the district budget where required.

Coordinates reconciliation of bank statements to the general ledger cash accounts on a regularly determined schedule.

Monitors the cash assets and cash flow of the district for payroll and accounts payable and ensures bank balances are adequate to meet the District's daily financial obligations; orders wire transfers as required.

Receives and responds to inquiries related to coding and account balances for individual departments; prepares current balance reports as specifically requested.

Prepares a variety of financial reports to various local, county, state or federal agencies.

Prepares and maintains the district's fixed assets records in a timely manner.

Processes and prepares journal entries by researching errors, making adjustments and determining corrections.

Prepares and participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information.

Administers the reconciliation of payroll payment process and payment of liabilities.

Responds to inquiries from a wide variety of sources (district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.

Compiles a wide variety of financial information related to work assignments such as fixed asset management, federal grant management and bank reconciliation for the purpose of providing required documentation and/or processing information.

Trains and informs other staff regarding procedure requirements for the purpose of facilitating financial compliance within established practices and policies.

Maintains a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

Coordinates and assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.

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Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Administers a wide variety of financial information for the purpose of updating and distributing information and/or complying with established accounting practices.

Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.

Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established accounting practices.

Reviews financial information for the purpose of identifying potential budget variances, compiling statistical information and conforming to established financial practices and regulatory requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work team.

All other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of general laws and administrative policies governing school district financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in school districts; ability to evaluate financial systems and apply accounting principles and budget processing; ability to prepare informative financial reports; ability to problem solve with data requiring independent interpretation of guidelines; ability to operate standard office equipment and related hardware, software and peripherals; ability to perform accounting procedures and preparing and maintaining accurate records; ability to communicate effectively both orally and written with employees at all levels of the organization as well as people outside of the organization; ability to identify areas of efficiency and process improvement to help accomplish the goals of the department and district; ability to work independently with little work direction; ability to understand expectations, judge time needed to complete work assignments and organize own work; ability to perform very detailed work with consistency and accuracy; ability to learn, apply and explain district fiscal-related policies, procedures, rules and regulations to staff; ability to effectively assemble, organize, prepare and maintain data for records and reports; ability to maintain flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person; ability to read, analyze, and interpret the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to assist and support with presentations on controversial or complex topics to top management, public groups, and/or school board; ability to maintain confidentiality, setting priorities, meet deadlines and schedules; ability to work with detailed information; ability to adapt to changing priorities, and ability to utilize resources from other departments; ability to establish and maintaining effective working relationships with associates, government officials and the general public.

Education and Experience

Bachelor's degree in accounting, finance, or related field and considerable experience working as a certified public accountant, in public accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions and occasionally requires walking and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Certified Public Accountant (CPA) preferred.

Last Revised: 8/23/2019