

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: HIGH SCHOOL FINANCIAL COORDINATOR

JOB SUMMARY: The High School Financial Coordinator is responsible for collecting, disbursing, and receipting funds; counting/verifying funds and preparing deposits; maintaining school financial records; preparing financial documents; inputting financial information into system; reconciling financial data; responding to inquiries from students, parents, district staff, and the public.

ESSENTIAL JOB FUNCTIONS:

Keeps books for ASB and general accounts, including revolving funds; collecting, counting and receipting monies.

Handles expenditures for ASB, initiates purchase orders and procurement card supply orders, and writes checks for ASB and General Fund expenditures.

Prepares ASB bank deposits and financial documents/reports (e.g. checks, accounts payable, ASB, transmittal, budget information, ledgers and journals, etc.) to provide financial documentation and information in order to meet district and state requirements.

Reconciles financial data (e.g. bank statements, ASB accounts, revolving and general fund replenishment, etc.) to ensure balances are accurate. Replenishes accounts to maintain fund balances.

Prepares, inputs, and maintains financial data in computer software applications for applicable funds.

Assists with preparing and processing purchase orders for ASB.

Responsible for following good accounting and security practices to meet district and state audit requirements.

Responds to inquiries from district staff, students, parents, and public to provide information and/or refer to appropriate parties.

Assigns student lockers and processes parking permits for both students and staff.

Assists office manager and athletic coordinator with routine office tasks.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- At least three years of successful secretarial/bookkeeper experience or two years of experience and one year of related, specialized office training.

HIGH SCHOOL FINANCIAL COORDINATOR, Continued

MINIMUM QUALIFICATIONS, Continued:

- Skilled in bookkeeping techniques, including financial software.
- Operate routine office equipment, including computer, electronic calculator, copier, etc.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications

Knowledge of:

- technology including word processing, spreadsheet, and Internet software
- general clerical procedures
- district and state policies and procedures

Ability to:

- handle matters and information in a confidential and professional manner
- work independently
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with students, parents, district staff, and the public
- establish cooperative working relationships with district staff, students, parents, and the public to enhance the completion of assigned tasks
- communicate effectively with all district staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be willing to upgrade skills as requested and required.
- Must be able to relate to people in a tactful, courteous manner.

REPORTING RELATIONSHIP: Reports to the Building Principal

*April 2000
Rev. February 2006
December 2008
February 2017*