

Accounting Coordinator

Purpose Statement

The job of Accounting Coordinator is done for the purpose/s of providing support to department activities with specific responsibility for ensuring that overall fiscal policies, 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 department administration, Superintendent, Board, and/or regulatory agencies, directing staff as assigned.

This job reports to Assistant Superintendent Business and Technology

Essential Functions

- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors for the purpose of providing requested supporting documentation, information on internal processes, and/or coordinating activities in support of the audit process.
- Collaborates with other administrative personnel and/or outside agencies (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs in accordance with established financial policies, practices, laws and/or regulatory guidelines.
- Compiles statistical and financial data for the purpose of providing third-party reporting, developing budget recommendations, providing financial summaries to other personnel, and/or ensuring compliance with established guidelines.
- Coordinates a wide variety of accounting projects (e.g. database development, annual budgets, grant reports, etc.) for the purpose of providing required guidance and support.
- Develops reporting processes, procedures and internal controls (e.g. fixed asset policy, state regulations and requirements, etc.) for the purpose of maintaining the efficient flow of financial processes.
- Implements Board Policy accounting procedures for the purpose of providing internal financial controls throughout the organization and ensuring compliance with established accounting practices and all applicable regulatory requirements.
- Manages district funds for the purpose of meeting monthly cash flow demands and maximize reserves through strategic investments.
- Monitors expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, and compliance with established financial guidelines and program policies, practices and regulatory requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of finance-related documents (e.g. reports, operating recommendations, policies, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents a wide variety of financial and reported information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides technical expertise and direction to staff and administration regarding accounting issues and related financial activities for the purpose of conveying pertinent information regarding the organizations financial operations and ensuring compliance with established policies, practices and regulatory requirements.
- Recommends policies, procedures and/or actions on issues that relate to financial operations for the purpose of providing direction and/or making decisions for the district.
- Reconciles fiscal information and account balances for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Researches a wide variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organizations operations.
- Responds to inquiries from a wide variety of internal and external sources (e.g. staff, insurance companies, government agencies, etc.) for the purpose of providing information, direction and/or appropriate referrals.
- Trains department staff regarding proper accounting practices for the purpose of ensuring compliance with the fund account and generally accepted accounting principles.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds for multiple departments. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 8% walking, and 2% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade