



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Business Services Coordinator

Primary Function

To assist in the management of the Business Office and the fiscal and operational affairs of the District.

Organizational Relationships

Reports to the Business Manager and supervises the general business operations.

Qualifications

- Bachelor's degree in accounting or equivalent work experience. Master's Degree or CPA, preferred.
- Demonstrated skill in management of financial systems.
- Competence in use of computers, financial software and various related programs.
- Detail oriented with strong analytical abilities
- Proficient skill in mathematics including basic computation, percentages, rates, and working with money. Ability to make computations with speed and accuracy
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel and student information with confidentiality.
- Ability to understand and carry out oral and written directions in English
- Fluency in a second language, preferred

Performance Responsibilities

1. Grant management
2. Coordinate the submission of all state and federal grants/claims.
3. Assist with grant writing and grant budgets
4. Monitor grant spending and communicate status with all involved departments
5. GATA and SAMs
6. Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.



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7. Prepares grant reports for funding agencies and district leadership. Works with relevant departments to source reporting metrics and data. For state grants prepare quarterly reports, supplemental plans and supportive reports.
8. Prepare grant expenditures and revenue reconciliations, as well as state and federal financial grant reports.
9. Manage and lead the district registration process.
10. Assist the Business Manager with the annual budget development, long range financial planning, and levy requests.
11. Assist with purchasing, including reviewing all purchase orders/invoices and coordinating all public bids
12. Assist in management of Food and Transportation Services.
13. Serve as backup to Accounts Payable and Payroll/Benefits
14. Coordinate accounting functions with the Treasurer.
15. Manage student fees
16. Manage P-Card program
17. Manage Student Activity Accounts and bank reconciliations
18. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various applications (Infinite Campus, Infinite Visions, Frontline)
19. Manage the usage of district facilities by organizations and maintain the facility usage calendar.
20. Manage NSLP and SSP and enter claims in WINS (IWAS)
21. Coordinate the processing of free/reduced meal applications.
22. Prepare and file required forms with ISBE, ROE, state and federal agencies (IWAS reporting)
23. Support all functions of the business office
24. Perform other related duties as assigned by the Business Manager.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.

November 1, 2022



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Madison Elementary School
5100 Madison St
Skokie, IL 60077

Edison Elementary School
8200 Gross Point Rd
Morton Grove, IL 60053

Lincoln Jr High School
7839 Lincoln Ave
Skokie, IL 60077