

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of Business Services

**DATE:** November 14, 2018

**APPROVED BY:** Board of Directors

**REPORTS TO:** Director of Business Services

**JOB SUMMARY:** Develop, implement, administer, and maintain effective procedures for the accounting and control of fiscal resources; provide accounting assistance to staff members, and assist the Director of Business services in the daily operations of the department.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Implement, maintain, and coordinate the budget, accounting, and financial reporting activities according to the generally accepted accounting principles.
2. Monitor all daily cash receipts and ensure that they are deposited and posted to ledger; post federal wire transfers to ledger.
3. Complete the Annual Financial Report and submit to PDE.
4. Ensure that retirement reports and payments are accurate and filed in a timely manner and oversee retirement for all staff members.
5. Work with department heads to ensure the accuracy of accounting for each program within their department, which includes creating account numbers, entering/revising budgets, and correcting errors.
6. Work closely with auditors to provide substantiation for the timely completion of audits.
7. Assist in checking, verifying, and developing new programs to enhance budget/finance or payroll reports.
8. Monitor journal entries such as initial, adjusted, and closing entries, and balance cash logs to the general ledger.
9. Reconcile all balance sheet items and account for the amount of cash belonging to each fund.
10. Allocate state-funded retirement and social security contributions to the appropriate funding source.
11. Assist Director of Business Services with various special projects and analysis of program expenditures and revenues.
12. Assist with supervision of personnel to ensure that all items are coded properly.
13. Guide and mentor personnel on best accounting practices and processes.

14. Ensure the accuracy of the general ledger.
15. Serve as backup the payroll.
16. Develop, coordinate and maintain a system to track cumulative expenditure with vendors to ensure bid thresholds are not breached and cooperative purchasing or bids have been utilized.
17. Perform other duties as assigned by the Director of Business Services.

**QUALIFICATIONS:**

- Five (5) years of experience in school and/or public accounting required
- Bachelor degree in accounting required
- Knowledge of governmental accounting and Generally Accepted Accounting Principles (GAAP)
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks

- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various office equipment
- Must possess business and office management skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*