

PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Coordinator I Business Services

CLASSIFICATION: Classified Management

REPORTS TO: Executive Director, Fiscal Services

DESCRIPTION: Under general direction of the Executive Director, Fiscal Services, performs complex auditing, budgeting, accounting, and analysis of budget and financial information and procedures. Assists with the administration of generally accepted accounting principles and practices throughout the organization to ensure consistency and accuracy of records. Directs and supervises business and payroll office staff including evaluation of job performance. Functions as the Executive Director, Fiscal Services in the absence of the Executive Director.

PERFORMANCE RESPONSIBILITIES:

- Supervises and coordinates District fiscal/accounting records and transactions related to, but not limited to, accounts payable, accounts receivable, payroll, and purchasing.
- Directs and participates in the preparation and maintenance of various financial and statistical reports, statements and records related to assigned activities; reviews, audits and analyzes fiscal statements, records and reports to ensure accuracy, completeness, proper coding and compliance with Generally Accepted Accounting Principles (G.A.A.P.) and State and Federal guidelines; makes changes and adjustments to records, reports, budgets as appropriate.
- Supervises, trains, and evaluates the performance of assigned personnel; assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards, requirements and procedures.
- Prepares and analyzes financial reports for local, state and county agencies.
- Supervises input of payroll data on all district employees in the payroll system, including current salary, authorized deductions, hours worked, vacation time, sick leave, additional stipends, overtime, professional growth, longevity, shift differentials.
- Provides consultation and technical expertise to Executive Director, administrators and personnel concerning fiscal and budgetary operations and activities; responds to inquiries, resolves issues, errors and discrepancies in payroll, budgets or other financial statements.
- Assists in the coordination of new business software applications that are implemented in the district.

- Assists in the formulation and development of policies, procedures and programs; assists in the modification of programs and procedures to ensure compliance with established requirements as necessary.
- Assists in preparation of budget estimates for income and expenditures; and prepares and organizes year-end financial closing.
- Directs and maintains position control records.
- Assists Executive Director with independent auditors from various agencies in verification of accounting records and procedures.
- Performs other related duties as required.

QUALIFICATIONS:

Knowledge of:

Governmental and school district accounting and budgeting principles; supervisory and management techniques; state rules, laws, and regulations regarding fiscal matters; mainframe and PC financial and personnel applications.

Ability to:

Perform difficult budgetary and accounting duties including complex data processing applications; contribute to a positive working environment; communicate complex accounting and data processing concepts; analyze and solve unique problems; skillfully operate the computer and related peripherals.

Training and Experience:

Bachelor's Degree in Business, with an emphasis in accounting and data processing courses preferred. An equivalent combination of education and experience may be substituted.

TERMS OF EMPLOYMENT:

225 days, Management Salary Schedule

Board Approved: May 22, 2018