

## Job Description

<b>Position Title</b>	<b>MARSS Coordinator/Business Services</b>		
<b>Building</b>	Lincoln Elementary School	<b>Department</b>	District Office
<b>Hours</b>	40 per week	<b>Supervisor</b>	Director of Finance
<b>Band and Grade</b>		<b>Tools and Equipment</b>	Computer, applicable software, calculator, phone, copy machine

<b>Primary Function</b>	Performs accounting tasks under limited supervision and is expected to apply judgment and discretion in carrying out accounting activities within the guidelines of the District, reporting requirements and District procedures. Functions performed by position include maintaining school lunch accounts, administering the Minnesota Automated Reporting System (MARSS), and general accounting procedures including bank reconciliations, bank deposits and general ledger entries.
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<b>Essential Duties</b>	
<b>1</b>	Food service: Enters in lunch money; creates breakfast/lunch files and processes them; makes reports daily for the kitchen; prints statements when parents ask; keeps up with negative accounts; runs and processes monthly reports; tracks spreadsheets on lunch and breakfast meals for auditor. Prepare forms and record payment for milk and snack break.
<b>2</b>	Prepare and accurately maintain required reports, records, and files relating to free & reduced price applications, direct certifications, and verification requirements.
<b>3</b>	Manage Food and Nutrition applications and submit site reports through Minnesota Department of Education (MDE) Clics website.
<b>4</b>	MARSS/Ed-Fi: Oversees all the MARSS/EdFi deadlines; combines all schools' data and then looks at it for errors, special education, free and reduced, open enrollment, Title, migrants, etc., to make sure we receive the correct funding.
<b>5</b>	Tracks attendance sheets for all Early Childhood (EC) students, updates their records, and keeps all their MARSS information correct.
<b>6</b>	Early Childhood Screening: enters in their MARSS data after the screening.
<b>7</b>	Tracks and reports all open enrolled students, homeschooled students, and nonpublic school students including transportation agreements.
<b>8</b>	Monitors all tuition agreements that come into the district.
<b>9</b>	Supplies Special Education information to MARSS secretaries to make sure data is correct; helps Special Education teachers with SPED forms program; puts on a Special Ed meeting once a year to make sure everyone knows how to run the SPED forms program.

<b>10</b>	Holds MARSS meetings with the MARSS secretaries to update them on new State changes; attend webinars on State changes.
<b>11</b>	Prepare petty cash for activities and events.
<b>12</b>	Assist with new student registration paperwork and outgoing students.
<b>13</b>	Submit MCCC (Minnesota Common Course Catalog) Reporting.
<b>14</b>	Enter Migrant student data in MSIF. Track Summer Migrant application and expenses. Submit request for reimbursement.
<b>15</b>	Work with Transportation Director to verify attendance area and routes.
<b>16</b>	Prepares bank deposits, enters invoices, receipts and journal entries on Smart Finance. Invoice nonpublic schools and other entities for transportation services, field trips, and activities. Reconcile monthly bank statements
<b>17</b>	Track credit card transactions and enter weekly or month-end deposits.
<b>18</b>	Perform fixed asset audits.
<b>19</b>	Create new general ledger accounts, close general ledger accounts, open new month, etc. in Smart Finance.
<b>20</b>	Monitors and approves transactions in Fund 10 and 21 accounts. Monitor grants. Monitor nonpublic school expenses.
<b>21</b>	Reviews and approves monthly transportation billings from bus companies. Tracks district van mileage on spreadsheet. Tracks activities transportation.
<b>22</b>	Works with auditors during annual audit.
<b>23</b>	Reconcile monthly insurance payable accounts.
<b>24</b>	Review 10 day time studies to determine average minutes per day. Verify receive PCA Plan of Care. Submits expenses and collects authorizations, etc., for Third Party Billing. Verify receive PCA Training certificates.
<b>25</b>	Enters Title I, II, III, IV applications, budgets, narratives, supporting documents, and request for reimbursements on MDE SERVS website. Reconcile at year-end to UFARS.
<b>26</b>	Enter Special Education staffing information in SpEd forms and MDE SEDRA website. Reconcile at year-end to UFARS and reviews entries for special ed Federal Flow thru dollars.
<b>27</b>	Semi-annually collect the Special Education Paraprofessionals daily schedule. Use schedule to determine accounting codes in payroll. Prepare semi-annual certification.
<b>28</b>	Run Teacher Workload Analysis in SpEd Forms to determine account codes for payroll.
<b>29</b>	Answers phones, helps sorts mail, assists walk-ins, and responds to e-mails.
<b>30</b>	Designs forms for student registration, Kindergarten Round-up, fall open houses, employee recognition breakfast nominations and programs, etc.
<b>31</b>	Works at elementary open houses in August and may assist with Kindergarten Round-up in the spring.
<b>32</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	Up to one year of specialized or technical training beyond high school and three or more years of accounting experience, or an equivalent
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	combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of office principles and practices.</li> <li>• Knowledge of filing procedures and file maintenance.</li> <li>• Knowledge of general office equipment.</li> <li>• Knowledge of computers and related software applications.</li> <li>• Knowledge of basic bookkeeping theories and principles.</li> <li>• Knowledge of federal and state laws governing area of assignment.</li> <li>• Knowledge of District policies and procedures.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in classifying, recording, retrieving and verifying information.</li> <li>• Skill in applying standard practices in area of assignment such as bookkeeping.</li> <li>• Skill in using computers and related software applications.</li> <li>• Skill in mathematical computations.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
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