



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II – Accounts Payable Business Services</b>	<b>#6324</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 12</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Director, County Office Accounting Services, performs a variety of complex and difficult accounts payable duties. Provides assistance in the preparation and maintenance of Accounts Payable, and accounting records. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of a related nature may be substituted for degree requirement.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Three years' experience as a manager in a business-related position. Ability to carry out significant school finance functions with minimal direction, accurately and within scheduled deadlines; supervise and train other employees; and communicate effectively. Experience working in a school district or county office of education; or in a public accounting firm with significant experience in school district accounting, finance, and budgeting.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Knowledge of:

- California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual; school finance formulas; accounting procedures; and audit processes
- program evaluation and data collection
- assigned software

Ability to:

- supervise, lead, and evaluate staff
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The coordinator series comprises advanced management roles at four levels. This position is responsible for managing staff and timelines, as well as analyzing and preparing detailed accounting reports for all programs County wide.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning programs, staff and students.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Review and approve batches for accuracy and timeliness.
14. Ensure efficient and accurate processes for accounts payable.
15. Perform high level Accounts Payable reconciliation.
16. Responsible for the daily operations of the Accounts Payable department.
17. Assist outside auditors in conducting audits of financial records.
18. Develop and deliver presentations to various audiences
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.