Position: Coordinator III - Accounting and Budget	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent/CBO or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Accounting and Budget plans, coordinates, and oversees districtwide budget development, financial reporting, accounting operations, and Associated Student Body (ASB) financial functions. This position maintains accurate financial data, supports compliance with applicable laws, regulations, and reporting requirements, and supports effective use of fiscal resources to support district operations and student outcomes. The Coordinator provides technical expertise, oversees budget development and monitoring, accounting operations, accounts payable and receivable functions, and assists in building capacity across departments and school sites in fiscal practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Assist in the development, preparation, and monitoring of the district's annual budget and interim financial reports.
- Support the collection, analysis, and interpretation of financial and budgetary data to inform decision-making and support fiscal accountability.
- Assist in maintaining and monitoring accounting systems and financial records in accordance with generally accepted accounting principles and applicable regulations.
- Support preparation and submission of required financial reports to state, federal, and local agencies for accuracy and timeliness.
- Assist in developing budget guidelines, timelines, and procedures for departments and school sites.
- Provide technical support and guidance to site and department staff regarding budget development, financial processes, and expenditure monitoring.
- Assist in tracking revenues and expenditures, including categorical and restricted programs, for compliance with funding requirements.
- Support development of financial projections, including multi-year budget forecasts and expenditure analysis.
- Assist in coordinating internal and external audits by preparing documentation, responding to requests, and supporting compliance.
- Collaborate with Human Resources, Payroll, and other departments to align financial data and staffing expenditures.
- Assist in maintaining financial reporting systems and tools, including data validation and troubleshooting.
- Develop and maintain reports, spreadsheets, and dashboards to support budget monitoring and financial

transparency.
- Participate in training and support for staff related to fiscal procedures, systems, and compliance requirements.
- Communicate with district staff and external agencies to coordinate activities, resolve issues, and exchange information.
- Oversee accounts payable and accounts receivable functions, including review, processing, reconciliation, and monitoring of district financial transactions.
- Support cash management activities, including deposits, receivables tracking, and bank reconciliations.
- Assist in monitoring and maintaining internal controls related to accounting processes and financial transactions.
- Provide guidance and support to school sites regarding Associated Student Body (ASB) accounting procedures, cash handling, fundraising activities, and compliance requirements.
- Assist in reviewing ASB financial records and reports for compliance with district policies, audit standards, and applicable regulations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an Associate's degree or higher from an accredited college or university with major course work in accounting, finance, business administration, public administration, or a related field.
- Experience: Three years of increasingly responsible experience in governmental accounting, budgeting, fiscal services, or financial operations, preferably in a public education or public agency setting, including experience supporting budget development, financial reporting, and data analysis.

LICENSES AND CERTIFICATES

- Valid California driver's license required