

ACCOUNTING COORDINATOR

Department/Division:	Accounting
Reports To:	Director of Budget/Accounting
Provides Support To:	Not applicable
Classification Status:	Classified
Date Prepared:	October 1993 – Revised January 2019
Board Adopted:	January 10, 2019

BASIC FUNCTION:

Under the direction of the Director of Budgeting and Accounting, perform technical and complex accounting duties in the preparation, maintenance and review of District financial records, accounts and reports to assure accuracy and conformance to established procedures; coordinate and oversee office activities; train and provide work direction to personnel as assigned.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Perform technical and complex accounting and auditing work in the preparation, maintenance and review of District financial records, accounts and reports including the general ledger; assure compliance with applicable rules, regulations, policies and procedures.
- Coordinate, organize and oversee clerical accounting functions and activities; monitor and adjust workflow and assignments to meet established time lines.
- Review financial reports, payroll data and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary.
- Participate in a variety of payroll activities to assure District employees are paid in an accurate, timely manner.
- Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls.
- Review financial and payroll documents to assure accuracy, completeness and compliance with applicable regulations, requirements and established procedures.
- Audit and review the preparation of accounts or budgets as assigned; prepare and review account and expense transfers and reconcile and balance assigned accounts.

- Coordinate communication and accounting activities with other District departments and personnel, governmental and private agencies and vendors.
- Provide technical expertise to District administrators and personnel regarding payroll and accounting policies and procedures.
- Operate a variety of office machines and equipment including typewriter, calculator, copier and computer.
- Train and provide work direction to assigned personnel and provide input for performance evaluations as requested.
- Communicate with vendors and County and District personnel and officials to resolve problems, correct errors, obtain authorizations and exchange information.
- Collaborate effectively with colleagues and District personnel to complete various tasks and assignments.
- Assist the Director in developing and implementing accounting policies and procedures; revise and update budget and financial forms, spreadsheets, formats and source documents.
- Gather assemble, post, balance and summarize accounting and payroll data; receipt and deposit monies as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting and auditing principles, practices and procedures.
- Financial, statistical and fiscal record keeping principles.
- Preparation of comprehensive accounting reports.
- Payroll policies and procedures
- GAAP (Generally Accepted Accounting Principles)
- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal.
- Technical aspects of field of specialty.
- District organization operations, policies and objectives.
- Oral and written communication skills.

ABILITY TO:

- Maintain and audit fiscal records and accounts in a school district.
- Perform technical and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.
- Assure compliance with applicable District policies, procedures and governmental regulations.
- Balance accounts and reconcile bank statements.
- Prepare financial records, reports and statements.
- Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.
- Operate a variety of office equipment and machines such as typewriter, calculator, copier and computer.

- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.
- Train and provide work direction to others.
- Coordinate and monitor clerical accounting assignments and activities.
- Work confidentially with discretion.
- Meet schedules and time lines.
- Operate various office machines and computer equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school including or supplemented by course work in accounting or bookkeeping and three years increasingly responsible accounting clerical experience.

Minimum Requirements:

- High school diploma, GED or higher degree
- Pass basic skills test administered by LESD
- Type at 40 wpm (net) from clear copy

WORKING CONDITIONS:

ENVIRONMENT: Office environment.

PHYSICAL ABILITIES: The physical abilities listed in this section are representative of, but are not intended to provide an exhaustive list of physical abilities which may be required of positions within this classification. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Seeing to inspect financial statistical records, hearing and speaking to communicate with District staff and the public, sitting for extended periods of time, bending, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to file and operate a computer terminal and other office equipment.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.