



ACCOUNTING COORDINATOR

Classification: Program Coordinator

Location: District Office

Reports to: Accounting Director

FLSA Status: Non-Exempt

Employee Group: EAEOP

This job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the district's needs and the position's requirements evolve.

Part I: Position Summary

Position has responsibility for maintaining and analyzing financial records, including records related to the general ledger, preparing financial statements, reconciling accounts, and aiding in the compliance with financial reporting standards using governmental accounting principles under generally accepted accounting procedures (GAAP).

Part II: Supervision and Controls over the Work

Works under the general supervision of the accounting director. Work is controlled by state and federal accounting requirements and procedures, as well as by generally accepted accounting principles (GAAP). Employee is expected to administer, process, and analyze accounting operations and activities with limited need for assistance from the administrator, except in unusual or complex matters or in situations for which there is no district precedent.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Performs a variety of accounting functions for accurate entry of general ledger data into the accounting system. Aids in the establishment of internal controls and follows internal control processes to assure data accuracy and reliability. Runs and reviews reports, taking action to correct any discrepancies.
2. Balances cash, reconciles bank accounts, investigates incongruencies, and advises management of large or unusual discrepancies as part of the financial statements' internal control processes.
3. Reviews and reconciles district-wide receipting for accuracy, including cash balancing and revenue recognition.
4. Balances month-end reconciliation entries, verifying, entering, and auditing data. Verify that the general ledger reconciles with supporting documentation. Monitors and processes specialized transactions related to the general ledger and its supporting systems and relevant documentation.

5. Assists with revolving funds, warrant issues, and stop payments. Monitor and audit account expenditures and prepare journal entries and reconciliation reports.
6. Assist in maintaining accurate accounting records for fixed assets and the financial statement preparation to ensure accuracy of the general ledger and audit compliance.
7. Receives, researches, and responds to employee and supervisory inquiries. Advises supervisors on procedures, timelines, and reporting requirements. Researches accounting discrepancies and adjustments when necessary.
8. Works across departments to identify discrepancies in information of a financial nature to resolve process issues and ensure accuracy.
9. Monitors general ledger accounts and coordinates with supervisors, payroll department, and office staff when potential discrepancies are noted. Determines and initiates the necessary resolution.
10. Maintains current knowledge of the accounting system, accounting-related regulations, requirements, and district policies. Serves as liaison with other public agencies in coordinating cash and investments.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working with or interacting successfully with culturally diverse families and communities. Or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in business, accounting, or related functions. At the district's discretion, experience beyond the two-year requirements may be substituted on a year-for-year basis for all or part of the education requirement.
3. Three to five years of substantive and progressively responsible accounting experience in a reasonably complex environment.
4. Ability to understand advanced accounting principles, concepts, and methodologies; to think critically; to research and analyze complex accounting and regulatory guidance.
5. Ability to effectively utilize financial management/accounting systems, import and export data, and develop spreadsheets that provide substantive knowledge of accounting and auditing principles and adaptability to new technology.
6. Skill in working with numbers and performing mathematical computations. Analytical skills and the ability to do statistical analysis.
7. Strong organizational skills and ability to meet deadlines.
8. Ability to work alone with minimal supervision or as an effective member of a work team.



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9. Ability to meet and deal with the public, business, and community groups, as well as building and district administrators and staff.
10. Ability to effectively communicate in person, in writing, and over the telephone.
11. Ability to multi-task, prioritize, and effectively manage frequent interruptions, fielding a wide breadth of questions and tasks.
12. A high level of attention to, and management of, detailed information.

Part V: Desired Qualifications

1. Bachelor's degree in business or accounting.
2. Experience in a public-school setting.
3. Experience in the use of technology specific to the district.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear, and speak. The employee is required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.